



HCC

**DISTRICT BOARD OF TRUSTEES
BOARD MEETING**

APRIL 24, 2024

4:00 PM

LOCATION:

DR. GWENDOLYN W. STEPHENSON
DISTRICT ADMINISTRATION CENTER
BOARD ROOM
4115 NORTH LOIS AVENUE
TAMPA, FL 33614

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
APRIL 24, 2024 - 4:00 PM
DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER
BOARD ROOM
4115 NORTH LOIS AVENUE
TAMPA, FL 33614

		<u>Page</u> <u>No.</u>
1.0	<u>GENERAL FUNCTIONS</u>	
	1.01 Call to Order	
	1.02 Invocation	
	1.03 Pledge of Allegiance	
	1.04 Roll Call	
	1.05 Welcome to Guests	
	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 March 27, 2024 Board Meeting minutes (submitted herein for your review).	3
2.0	<u>HEARING OF STUDENTS</u>	
3.0	<u>HEARING OF CITIZENS</u>	
4.0	<u>HEARING OF FACULTY AND STAFF</u>	
5.0	<u>HUMAN RESOURCES</u>	
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).	9
CONSENT	5.02 The President recommends approval of individuals for part-time employment during Term 24/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	11

CONSENT	5.03	The President recommends acknowledgment of employment separations (submitted herein for your review).	13
	5.04	The President recommends approval of the following faculty members be granted Sabbatical Leave during the 2024-2025 Academic Year. Jenifer Paquette, English, Dale Mabry Campus Theresa Lewis, Counselor, Brandon Campus Adonis Amparo, Librarian, Ybor City Campus (Submitted herein for your review).	15
6.0		<u>EDUCATIONAL PROGRAMS AND STUDENT SERVICES</u>	
CONSENT	6.01	The President recommends approval of the new courses, the course modification, the course deletion, and program modifications to be effective FA/24, unless otherwise noted (submitted herein for your review).	22
	6.02	The President recommends that the Board approve the Dual Enrollment Annual Articulation Agreement between HCC and the SBHC (submitted herein for your review).	24
7.0		<u>INSTITUTIONAL SERVICES</u>	
8.0		<u>FINANCIAL SERVICES</u>	
	8.01	The President recommends acceptance of the Financial Audit Report No. 2024-163 (submitted herein for your review).	42
	8.02	The President recommends that the Board approve the application for final payment in the amount of \$17,624.35 to Reno Building, LLC for completion of the Renovation of the HCC DTEC Cyber Lab at the Dale Mabry Campus as reviewed and recommended by Wilder Architecture, Inc. (submitted herein for your review).	43
	8.03	The President recommends approval of an Easement with Tampa Electric Company at the Dale Mabry campus associated with the Yankees' IT Center construction project (submitted herein for your review).	44
9.0		<u>ADMINISTRATIVE REPORT</u>	
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Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, MARCH 27, 2024 – 4:00 P.M.
YBOR CITY CAMPUS, YBOR ROOM
2112 NORTH 15TH STREET
TAMPA, FLORIDA 33605
MINUTES**

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

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Nancy Watkins
- Greg Celestan
- Chip Diehl
- Brian Lametto
- Aakash Patel
- Matthew Valentin

1.05 Welcome to Guests, Staff and Faculty.

Campus President, Dr. Larissa Baía, welcomed the Board, faculty and staff to Ybor City Campus. She introduced Dean Sheila Rios, who shared the Associate of Science Programs offered at Ybor City Campus. The Faculty present were introduced to the Board. Dean Rios welcomed Susan Delage, Crime Scene Program lead faculty, to the podium. She shared a presentation highlighting the Criminal Justice Program Ms. Delange answered a few questions that were posed by the Board. Following the presentation Criminal Justice Student, Alex Clark was introduced and invited to the podium to address the Board. He shared his positive experience at HCC and the Criminology Program.

1.06 Foundation Report

Garrett Weddle, Executive Director 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 and included:

- New gifts and commitments \$4.9M (July-February) up 11% compared to last year.
- Investment gains on total portfolio for the last 12 months - \$2M

1.06.02 Highlights:

- BBCB Sponsorship revenue up over last year by 35%.
- Director of Development interviews underway – final four candidates.
- 5-10 new prospective candidates for HCCF Board of Directors.

1.06.03 Events:

- HCC Presidential Showcase, April 17, 2024, Armature Works.

1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 **Richard Braxton, Veronique-Isabel Godoy-Llanten (Honors) and Juan Penagos Marquez (Honors)** were selected as 2024 semifinalists for the Cooke Undergraduate Transfer Scholarship from the Jack Kent Cooke Foundation.
- 1.07.02 **The Radiation Therapy program** has been awarded a Continuing Accreditation status for another eight years from Committee on Education in Radiologic Technology (JRCERT).
- 1.07.03 **The American Medical Student Association (AMSA)** chapter won a national AMSA award, the 2024 Paul Wright Chapter Success Award, one of three to get the award, their work in creating the Pre-Health Society was honored by the College as the Innovation of the Year with the League for Innovation, and Professor McCullough, HCC alum Tyra-Lee Brett, and Dr. Stephan will be presenting the Pre-Health Society research at the national AACC conference in April.
- 1.07.04 **Workforce PSAV** received a Florida Department of Education (FDOE) grant in the amount of \$246,540.
- 1.07.05 **Nursing Program** received a Linking Industry to Nursing Education (LINE)) grant in the amount of \$230,000.
- 1.07.06 **Sarah Thomas**, Director of Institutional Research, has been selected to participate in the 2024 Leadership Institute of the American Association of Women in Community Colleges (AAWCC) in Austin, TX this June.
- 1.07.07 **Dr. Paul Nagy**, Vice President of Strategic Planning & Analysis, has been invited by the Chronicle of Higher Education to be a guest panelist at a Virtual Forum on April 3 to discuss “The Chatbot Student Experience: What Lies Ahead?”
- 1.07.08 **Logan Harry**, PSAV Trainer III, received an Educator Award from the American Welding Society for the Florida West Coast Section.
- 1.07.09 **The Automotive Service Technology and Automotive Collision Repair training programs** were recently reaccredited by the Automotive Service Education Foundation under the direction of PSAV Trainer III Mario Mirabal and PSAV Trainer III Ralph Proemm.
- 1.07.10 On March 7, the **Ybor Campus Training Center** hosted a High School Transportation Career Fair in partnership with the Hillsborough County Public Schools and Collision Repair Education Foundation (CREF).

- 1.07.11 **Dr. Jennifer China and SouthShore Campus leadership** will be presenting at the Regional and Branch Campus Administrators conference this June on the topic of winning community partnerships.

The President commented regarding the Radiation Therapy Programs 8-year accreditation and what a great reflection it is for the department and the program.

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

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

- 1.09 The President recommended approval of the **February 28, 2024, 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

- 2.01 Hannah Grimes addressed the Board regarding the process of applying and appealing an academic violation.

Trustee Watkins asked the President to assure that the appeals process was properly followed.

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 24/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**.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President, recommended approval of the **new courses, course modifications, new program, AA pathway modifications, program modifications, a program moratorium and a program deletion to be effective FA/24** unless otherwise noted.

- 6.02 The President recommended approval the **amended/revised 2024-2025 Academic Calendar**.

- 6.03 The President recommended approval of the **proposals to decrease the course fees to be effective FA/24** unless otherwise noted.

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

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended that the Board **ratify the amended Bylaws of the Hillsborough Community College Foundation, Inc.**

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

8.0 FINANCIAL SERVICES

- 8.01 The President recommended **approval of the application for final payment in the amount of \$37,655.75 to Williams Company**, for the completion of the repairs to the exterior stucco, painting, and lighting protection reattachment for the SMPF building located at the Southshore Campus as reviewed and recommended by Hepner Architects, Inc.

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.

9.0 ADMINISTRATIVE REPORT

- 9.01 The President introduced the consultant from Brown and Brown to present where we are for this year as well as a cost projection of the next fiscal year's health insurance.

- 9.02 The President presented three options regarding the process of the Student Trustee selection process. After much discussion it was decided that the process will be as follows:

The Student Government President (SGA) elects from each of the five campuses will decide who will function as the Student Trustee. No Campus will be represented two consecutive years. If there is a vacancy during the term, the SGA Presidents will elect another.

Trustee Watkins asked if there was any further discussion. Hearing none, a vote was proposed. All Trustees were in favor. The new Student Trustee process has been adopted.

- 9.03 The President asked Eric Johnson, Director of Community & Government Relations, to provide the Board with a Legislative Update.

- 9.04 The President commented on the success of BBCB and the 35% increase in sponsorships this year. Over one thousand attendees attended the luncheon. The conference was attended by four hundred attendees, representing eighteen states and forty different institutions.

10.0 LEGAL REPORT

11.0 HEARING OF BOARD MEMBERS

- 11.01 Student Trustee Valentin announced that he was selected to attend a youth exchange program in Germany. He thanked all the faculty, staff that have assisted in his application.

- 11.02 Trustee Patel congratulated Annazette Houston, Chief Diversity Officer, on the success of BBCB.

- 11.03 Trustee Diehl reminded all that the MacDill airshow was the following weekend.

- 11.04 Trustee Celestan thanked Dr. Baia and Ybor campus for their hospitality.

11.05 Trustee Lametto echoed the thanks for the wonderful hospitality of Ybor Campus.

11.06 Trustee Watkins also thanked Dr. Baia and Ybor Campus for the hospitality extended to the Board.

12.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 5:49 p.m.

DRAFT

Section 2-4

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Section 5

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

These are personnel appointments for budgeted full-time positions.

ECONOMIC IMPACT:

All 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.

Initiator

Date

Vice President/Campus President/Exec Dir of Human Resources

Date

District President



Date

4/15/24

1-0-024 (2/04)

FULL-TIME APPOINTMENTS
APRIL 24, 2024 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Mohanty, Tiffany	Nursing Instructor	Dale Mabry	04/04/24

STAFF EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Hayes, Shoneen	Academic Records Officer	Collaboration	04/04/24

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Powell, Sykema	Public Safety Officer	District	04/11/24

**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 24/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 the positions are budgeted within the current fiscal year (2023-2024). 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:

F.S. 1001.64; 1001.65

RECOMMENDATION:

The President recommends approval of individuals for part-time employment during Term 24/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

4/15/24

1-0-024(2/04)

PART-TIME APPOINTMENTS
APRIL 24, 2024 BOARD MEETING

<u>NAME</u>	<u>TITLE</u>	<u>FACULTY</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Indergard, Matz	Adjunct Instructor		Brandon	04/09/24
Theal, Taylor	Adjunct Instructor		Dale Mabry	04/01/24

<u>NAME</u>	<u>TITLE</u>	<u>NON-FACULTY</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Betancourt, Sophia	Part-Time Associate		Collaboration	04/10/24
D'Aulerio, Antonio	Part-Time Advanced Technician		Dale Mabry	04/10/24
Eaton, Chyanne	Part-Time Technician		Dale Mabry	04/01/24
Ferrell, Bryan	Part-Time Technician		Plant City	04/08/24
Joseph, Jermaine	Part-Time Associate		Dale Mabry	03/28/24
King, Andrew	Part-Time Specialist		Ybor City	04/10/24
Poucher, Angela	Part-Time Advanced Technician		Dale Mabry	04/08/24
Sterling, Angelica	Part-Time Advanced Technician		Dale Mabry	04/09/24

***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; 1001.6

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

4/15/24

1-0-024 (2/04)

FULL-TIME SEPARATIONS
APRIL 24, 2024 BOARD MEETING

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Antlitz, Daniel	Foundation Manager	District	07/23/20	04/11/24
Perez, Katherine	Surgical Technology Instructor	Dale Mabry	05/11/22	05/10/24
Shurling-Hill, Chance*	Staff Assistant	Plant City	10/22/21	04/17/24

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Jamison, William	Tradesworker II	Dale Mabry	12/03/07	06/28/24
Nagy, Paul	VP for Strategic Planning & Analysis	District	12/01/03	06/12/24
Steacker, Elizabeth*	Continuing Education Coor.	District	02/26/20	05/10/24

NON-RENEWAL OF CONTRACT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Hannachi, Mehrez	Mathematics Instructor	Brandon	01/03/19	05/06/24

* 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 agreement between the Hillsborough Community College District Board of Trustees and the Faculty United Service Association (FUSA) regarding Sabbatical Leave provides that “no more than six full-time equivalent faculty members shall receive Sabbatical Leave for an academic year”.

ECONOMIC IMPACT:

Compensation while on sabbatical leave is three fourths of the faculty member’s annual salary prorated for the period of the leave. This is paid from the Faculty, Staff and Program Development fund.

OBJECTIVE:

To provide eligible full-time, tenured faculty members with an opportunity for professional growth and/or the completion of their doctoral degree.

LEGAL AUTHORITY:

SBE 6A-14.0411
FUSA Agreement, Article 12.7

RECOMMENDATION:

The President recommends that the Board approve the following faculty members be granted Sabbatical Leave during the 2024-2025 Academic Year.

Adonis Amparo	Library	Ybor Campus
Theresa L. Lewis	Counseling	Brandon Campus
Jenifer Paquette	English	Date Mabry Campus

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President <i>Km Ash Akhe</i>	Date 4/15/24



APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE

Reference: HCC-FUSA Collective Bargaining Agreement
[https://hccfl.sharepoint.com/sites/employee relations/FUSA - Labor Union Resources](https://hccfl.sharepoint.com/sites/employee%20relations/FUSA-Labor%20Union%20Resources)

Steps: Please complete all blocks in section 1.

1. Faculty member completes application form and forwards to appropriate dean.
2. Dean acknowledges application and forwards to Human Resources through the Campus President.
3. Human Resources verifies eligibility for sabbatical and forwards to Sabbatical Committee chairperson.

Notices:

1. Stipends for tuition referenced in Article 6.20, HCC-FUSA contract cannot be used while on sabbatical leave.
2. Pay is reduced to 75% while on sabbatical leave.
3. Any changes to the sabbatical plan must be reported immediately to the appropriate dean.
4. Upon completion of the leave, a Sabbatical Leave Activity Report (form 2-1-112) must be submitted within four weeks (28 calendar days) of the first contractual day following the leave.

Section 1. Faculty Member/Plan Information

<i>Name</i> Adonis Amparo		<i>Campus</i> Ybor City	
<i>Colleague ID Number (not SSN)</i> 0931222	<i>Discipline</i> Library		
<i>Leave Work at HCC on (date)</i> 08/19/24		<i>Return to Work at HCC on (date)</i> 08/19/25	
<i>Requested Amount of Time (e.g. 1yr, 1 term, etc)</i> 1 year		<i>Beginning Date of Full-Time Employment at HCC</i> 08/19/2014	
<i>Previous sabbatical leave:</i>	<input checked="" type="checkbox"/> <i>None</i>	<input type="checkbox"/> <i>Yes</i>	<i>From: To:</i>

Explain the purpose of the sabbatical leave (confine remarks to space provided).

My goal is to expand my research on the professional lives of librarians as I began with my 2020 PhD dissertation titled: "Three Blended Librarians' Narratives on Developing Professional Identities" Available here: <https://digitalcommons.usf.edu/cgi/viewcontent.cgi?article=9701&context=etd>

The purpose is to explore, publish, and disseminate information on the constructed identity of working librarians involved in instructional technology. This work is intended to provide future insight to librarians and library administrators and add to the body of scholarly work in this narrative inquiry through qualitative research. This research, similar to findings in my dissertation, would have potential to improve workplace relations among librarians, library administrators and library staff through a greater understanding of the constructed self-identity librarians as they factors that affect this construction of their professional identity.

I plan to publish an interactive website and one book of participants' lived work experiences as librarians through guided narratives.

Continue on page 2.

APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE continued.

Describe in detail the proposed plan/activity. (Confine remarks to space provided).

I will collect narratives from 7 to 10 librarians involved in instructional technology. I will use a semi-structured narrative worksheet and follow up questions to discover their self-described constructed identities as librarians. Participants label chapter in their work lives as if they wrote their own autobiography, and explain the meaning behind each self-titled chapter using a semi-structured worksheet.

I will conduct recorded narrative interviews via teleconferencing (Zoom/TEAMS) including open-ended questions based on the worksheet descriptions and information. Participants will have the option to remain anonymous.

I will analyze these transcripts through narrative analysis methods.

In my analysis, I will explore patterns and themes as well as contrasts. I will present their narrative structure as a meta-story

List the name of the institution/location of travel. (Confine remarks to space provided).

None planned, research is expected to be conducted through videoconferencing.

Describe any financial support the institution will be providing. (Confine remarks to space provided).

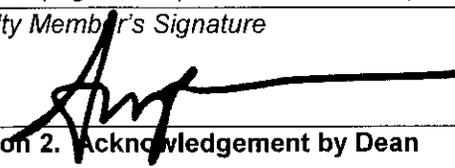
None additional, besides the standard 75% of salary.

Describe the expected results (professional benefits of the sabbatical leave). (Confine remarks to space provided).

Instructional technology as a skill set for faculty is a growing concern for educational institutions. This is most evident in the move to online classes during the 2020 COVID pandemic. Librarians who work with instructional technology may be a model for leaders of educational institutions who seek to hire faculty with technology skills or train existing faculty.

Research into higher education administration decisions may be impacted by this study. Through understanding the ways librarians involved in instructional technology construct identities, library administrators may be better informed in recruiting, hiring, and developing librarian positions. Librarians exposed to this research may be better informed in career decisions.

Faculty Member's Signature



Date

01/31/2024

Section 2. Acknowledgement by Dean

Section 3. Acknowledgement by Campus President

Remarks, if any:

Remarks, if any:

Signature:

**Dr. Keith
Berry**

Digitally signed
by Dr. Keith Berry
Date: 2024.02.01
16:20:39 -05'00'

Date:

2/1/2024

Signature:

**Larissa
R. Baia**

Digitally signed by
Larissa R. Baia
Date: 2024.02.02
09:06:37 -05'00'

Date:



APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE

Reference: HCC-FUSA Collective Bargaining Agreement
[https://hccfi.sharepoint.com/sites/employee relations/FUSA - Labor Union Resources](https://hccfi.sharepoint.com/sites/employee%20relations/FUSA-Labor%20Union%20Resources)

Steps: Please complete all blocks in section 1.

1.e Faculty member completes application form and forwards to appropriate dean.e

2.e Dean acknowledges application and forwards to Human Resources through the Campus President.e

3.e Human Resources verifies eligibility for sabbatical and forwards to Sabbatical Committee chairperson.e

Notices:

1.e Stipends for tuition referenced in Article 6.20, HCC-FUSA contract cannot be used while on sabbaticale leave.e

2.e Pay is reduced to 75% while on sabbatical leave.e

3.e Any changes to the sabbatical plan must be reported immediately to the appropriate dean.e

4.e Upon completion of the leave, a Sabbatical Leave Activity Report (form 2-1-112) must be submitted within four weeks (28 calendar days) of the first contractual day following the leave.e

Section 1. Faculty Member/Plan Information

Name Jenifer Paquette		Campus Dale Mabry	
Colleague ID Number (not SSN) 0529589	Discipline English		
Leave Work at HCC on (date) 08/07/2024		Return to Work at HCC on (date) 05/06/2025	
Requested Amount of Time (e.g. 1yr, 1 term, etc) 1 yr		Beginning Date of Full-Time Employment at HCC 08/08/2013	
Previous sabbatical leave:	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Yes	▶ From: To:

Explain the purpose of the sabbatical leave (confine remarks to space provided).

During this sabbatical, I will write a low-cost textbook for Creative Writing that our students can use for CRW 1001. Since creative writing books are often aimed at would-be writers, not students, an ADA-compliant alternative that addresses the literary and financial needs of our student demographic, meeting them where they are (much like the Composition textbook I edited for ENC 1101), would fulfill a current need in the field. That said, I would also provide a free digital copy to HCC students (like the ENC 1101 textbook). Beyond the scope of HCC, a low-cost, student-friendly creative writing textbook will show aspiring writers how to reach their writing goals and encourage the critical thinking that higher education fosters.

Continue on page 2.

APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE continued.

Describe in detail the proposed plan/activity. (Confine remarks to space provided).

The Creative Writing textbook will utilize a practical and hands-on approach to creative writing, covering traditional topics like plot, setting, and theme as well as expanding into more detailed areas like character conflict, goals, and motivation. The book will end with tips and advice about the publishing process. This book will include lesser-known short stories as examples--a benefit that discourages the use of AI-generated or plagiarized student responses.

List the name of the institution/location of travel. (Confine remarks to space provided).

No travel or institution will be involved.

Describe any financial support the institution will be providing. (Confine remarks to space provided).

None.

Describe the expected results (professional benefits of the sabbatical leave). (Confine remarks to space provided).

The addition of a new, ADA-compliant, low-cost alternative to the discipline of creative writing will not only benefit HCC students, but offers other students the chance to hone their writing skills without breaking the bank or utilizing outdated methodology.

Faculty Member's Signature

Jenifer Paquette

Digitally signed by Jenifer Paquette
Date: 2023.12.13 22:02:01 -05'00'

Date

Section 2. Acknowledgement by Dean

Section 3. Acknowledgement by Campus President

Remarks, if any:

Remarks, if any:

Signature:

Dustin Lemke

Digitally signed by Dustin Lemke
Date: 2023.12.14 20:51:59 -05'00'

Date:

12/14/2023

Signature:

Dr. Paige Niehaus

Digitally signed by Dr. Paige Niehaus
Date: 2023.12.15 09:09:36 -05'00'

Date:

12/15/2023



APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE

Reference: HCC-FUSA Collective Bargaining Agreement
[https://hccfl.sharepoint.com/sites/employee relations/FUSA - Labor Union Resources](https://hccfl.sharepoint.com/sites/employee%20relations/FUSA-Labor%20Union%20Resources)

Steps: Please complete all blocks in section 1.

1. Faculty member completes application form and forwards to appropriate dean.
2. Dean acknowledges application and forwards to Human Resources through the Campus President.
3. Human Resources verifies eligibility for sabbatical and forwards to Sabbatical Committee chairperson.

Notices:

1. Stipends for tuition referenced in Article 6.20, HCC-FUSA contract cannot be used while on sabbatical leave.
2. Pay is reduced to 75% while on sabbatical leave.
3. Any changes to the sabbatical plan must be reported immediately to the appropriate dean.
4. Upon completion of the leave, a Sabbatical Leave Activity Report (form 2-1-112) must be submitted within four weeks (28 calendar days) of the first contractual day following the leave.

Section 1. Faculty Member/Plan Information

<i>Name</i> Theresa L. Lewis		<i>Campus</i> Brandon	
<i>Colleague ID Number (not SSN)</i> 0561766	<i>Discipline</i> Counseling		
<i>Leave Work at HCC on (date)</i> August 7, 2024		<i>Return to Work at HCC on (date)</i> August 5, 2025	
<i>Requested Amount of Time (e.g. 1yr, 1 term, etc)</i> 1 year		<i>Beginning Date of Full-Time Employment at HCC</i> November 8, 2007	
<i>Previous sabbatical leave:</i>	<input checked="" type="checkbox"/> None	<input type="checkbox"/> Yes	▶ From: To:

Explain the purpose of the sabbatical leave (confine remarks to space provided).

Historically, the state of Florida's college system held 28 community colleges. Over the years, many of these higher education institutions have expanded their offerings to include bachelor's degrees. As a result, of the original "Great 28" only HCC and TCC remain as community colleges.

My goal is to research how the transition from a community college to a state college offering bachelor's degrees has impacted Student Services, particularly with services offered by counseling such as those functions performed by counselors at HCC. If deemed appropriate based on expenses or other factors, the study could be reduced to some regions within the state as opposed to the entire state of Florida.

Continue on page 2.

APPLICATION FOR FACULTY MEMBER SABBATICAL LEAVE continued.

Describe in detail the proposed plan/activity. (Confine remarks to space provided).

PRE-SABBATICAL: Work with administration to establish concrete questions and points of contact for institutions and the state's college system. FALL: Gather basic demographic data of the institutions' student population and institution's organizational structure. FALL/SPRING: Conduct an analysis of services via website analyses, followed by e-mails, electronic surveys, remote and/or in-person interviews, and campus visits. Potential expenses would include mileage, overnight hotel stays, meals, a system for dissemination of electronic surveys. SUMMER: Summarize and provide a report of my findings with potential recommendations for consideration as bachelor degree options evolve.

List the name of the institution/location of travel. (Confine remarks to space provided).

The institutions for this project would include colleges throughout the state of Florida that were originally community colleges but now offer bachelor degrees.

Describe any financial support the institution will be providing. (Confine remarks to space provided).

TBA. I am not aware of resources that would be provided for said project.

Describe the expected results (professional benefits of the sabbatical leave). (Confine remarks to space provided).

The expected results would provide foresight and considerations with respect to: potential changes in service volume based on student needs, methods of service delivery, staffing, organizational structure, and associated costs or budgetary considerations.

Faculty Member's Signature

Theresa Lewis

Date

February 12, 2024

Section 2. Acknowledgement by Dean

Section 3. Acknowledgement by Campus President

Remarks, if any:

Remarks, if any:

Signature:

Nestor Melendez

Date:

Digitally signed by Nestor Melendez
Date: 2024.02.14 14:20:24 -05'00'

Signature:

Deborah Kish Stephan

Date:

Digitally signed by
Deborah Kish Stephan
Date: 2024.02.14
14:42:31 -05'00'

Section 6

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.01

CONSENT

BACKGROUND AND PERTINENT FACTS:

The Health Sciences discipline group presented new courses, a course modification a course deletion, and a program modification; the Public Safety discipline group presented a PSAV program modification to the Academic Affairs Committee.

The Academic Affairs Committee approved the new courses, the course modification, the course deletion, and program modifications 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, the course modification, the course deletion, and program modifications to be effective FA/24, unless otherwise noted.

Initiator

Dionna Doss and Brian Mann

Date:

Vice President/Campus President/Director of Human Resources

Richard Senker

Date:

District President



Date

4/15/24

Hillsborough Community College
April 2024 BOT

New Courses

Course Number/Prefix	Course Title	Category	Credit/Clock Hrs.	Effective Term
RTE XXXX	CT Practicum I	Transfer	3 cr.	FA/24
RTE XXXX	CT Practicum II	Transfer	3 cr.	FA/24

Course Modifications
Effective FA/24

RTE 2596, Principles of Computed Tomography II

- Add a “C” designation to the course number (RTE 2596C)

Course Deletion
Effective FA/24

NMT 1534L, Nuclear Instrumentation Lab

Program Modifications
Effective FA/24

Computed Tomography - ATC

- Change “RTE 1805” to “RTE 1805 or RTE XXXX, CT Practicum I”
- Change “RTE 2815” to “RTE 2815 or RTE XXXX, CT Practicum II”

Effective SU/21

Auxiliary Law Enforcement - PSAV

- Reduce program hours from 364 to 360
- Change CJK 0422 – 8 hours to CJK 0421, Dart Firing Stun Gun – 4 hours.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.02

BACKGROUND AND PERTINENT FACTS:

Hillsborough Community College (HCC) and the School Board of Hillsborough County (SBHC) are proposing a revised Dual Enrollment Articulation Agreement. Florida law requires both HCC and the SBHC to have an annual agreement setting forth each parties' rights and obligations regarding dual enrollment. Various meetings took place between HCC and SBHC to make updates to the articulation agreement which includes Dual Enrollment, Early Admission, and Collegiate Academies. The signed agreement will be submitted to the Florida Department of Education by August 1, 2024.

ECONOMIC IMPACT:

The economic impact is enrollment dependent. Dual enrollment students do not pay HCC tuition, but the SBHC pays the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program.

OBJECTIVE:

To request approval of the annual Dual Enrollment articulation agreement between HCC and the SBHC, which includes Dual Enrollment, Early Admission, and Collegiate Academies.

LEGAL AUTHORITY:

F.S. 1007.22, 1007.271, 1008.30; SBE 6A-10.024, 6A-10.0315, 6A-14.064

RECOMMENDATION:

The President recommends that the Board approve the Dual Enrollment Annual Articulation Agreement between HCC and the SBHC.

Initiator Dionna Doss	Date 04/10/2024
Vice President/Campus President/Director of Human Resources	Date
District President 	Date 4/15/24

1-0-024(2/04)

**DUAL ENROLLMENT
ARTICULATION AGREEMENT**

By and Between

**THE SCHOOL BOARD
OF HILLSBOROUGH COUNTY, FLORIDA
AND
THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH
COMMUNITY COLLEGE**

2024-2025

**DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
THE SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA
AND
THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY COLLEGE**

This Agreement is entered into on this 4th day of June, 2024, between the District Board of Trustees of Hillsborough Community College, Post Office Box 31127, Tampa, Florida 33631, herein referred to as “**HCC**” and the School Board of Hillsborough County, Florida, 901 E. Kennedy Boulevard, Tampa, Florida 33602, herein referred to as the “**SBHC**”.

WHEREAS, HCC and SBHC subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance his/her learning opportunities in courses suited to his/her educational, career, and personal needs;

WHEREAS, the State Board of Education (SBE) adopted Rule 6A-10.024, FAC, specifying that articulation agreements shall be executed between community college boards of trustees and district school boards within each community college district;

WHEREAS, the SBE adopted Rule 6A-14.064, FAC, establishing requirements and standards for college credit dual enrollment;

WHEREAS, HCC and SBHC desire to implement the above rules by creating high-quality opportunities for high school students to pursue college-level instruction, through an articulated acceleration program;

WHEREAS, HCC and SBHC have agreed, therefore, to undertake the study and development of cooperative programs to maximize the potential of each institution to meet the needs of an increasingly urban society. The programs named and outlined in the following sections permit any student enrolled in one of the schools to take full advantage of the educational opportunities offered by the other and without penalty or undue administrative problems;

WHEREAS, this Agreement is promulgated by Rule 6A-10.024, FAC, and 6A-10.0315, FAC, 6A-14.064 College Credit Dual Enrollment and Sections 1007.22, 1007.271, and 1008.30, Florida Statutes.

NOW THEREFORE, in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of articulated acceleration mechanisms between HCC and SBHC, for the consideration hereinafter described, and agree as follows:

ARTICLE I. Term

The term of this Agreement shall be from June 30, 2024, until June 30, 2025. This Agreement shall be reviewed annually. If a Party to this Agreement has proposed modifications, both parties agree to consider the proposed modifications. Upon reaching an agreement, the parties will

enter into a new Articulation Agreement, which shall be executed by both parties prior to high school registration for the fall semester to ensure that an Articulation Agreement is in place for the Dual Enrollment Program for the school year in question.

ARTICLE II. Program Description – This Agreement covers the following programs:

- A. Dual Enrollment: The Dual Enrollment Program is the enrollment of an eligible secondary student in a postsecondary course creditable toward an associate or baccalaureate degree or a career and technical education certificate. As an articulated acceleration mechanism between HCC and SBHC, the Dual Enrollment Program shall serve to shorten the time necessary for students to complete degree requirements, broaden the scope of curriculum options, and increase the depth of study available for a particular subject by offering college credit courses to eligible high school students. In compliance with Section 1007.271, F.S., the SBHC will weigh dual enrollment courses the same as advanced placement, International Baccalaureate and Advanced International Certificate of Education courses when grade point averages (GPAs) are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited. Students participating in dual enrollment will not be assessed application fees, matriculation fees, laboratory fees, or textbook costs.
- B. Early Admission: Early admission shall be a form of dual enrollment through which eligible students may enroll in HCC on a full-time basis in courses that are creditable toward the high school diploma and the associate degree. Early admission students are not eligible to participate in extracurricular activities at their high school of record in accordance with school district rules, with the exception of high school athletics as per the Florida High School Athletic Association (FHSA) but are eligible to participate in graduation activities. Early Admission is a two-semester program. At any point of entry into Early Admissions, a student will no longer be eligible to be the class valedictorian or salutatorian or to participate in the Tampa Bay Times Honors Program. Students participating in the Early Admissions Program will not be assessed application fees, matriculation fees, laboratory fees, or textbook costs.
- C. Collegiate Academies: The Collegiate Academies shall be structured programs, currently at four (4) SBHC sites, where students have opportunities to earn an Associate in Arts (A.A) degree from HCC through dual enrollment opportunities. These sites shall develop site-based pathways for students to earn their Associate in Arts degree in consultation with representatives from HCC. These site-based pathways shall be revised and reviewed each spring by the Collegiate Academy sites, in consultation with SBHC district staff, as well as HCC staff to reflect the courses to be offered the following academic year. These revisions will be made based on anticipated staff and staff qualifications at each site for the following academic year. Student needs and interest will also be taken into account when developing and revising site-based pathways. When a need arises for individual students to complete their pathway to earn an Associate in Arts degree on schedule, students enrolled in Collegiate Academy programs may be permitted to take up to twelve (12) credit hours for fall, twelve (12) credit hours for spring, and twelve (12) credit hours total for summer. In these circumstances, individual student needs will be reviewed and approved by staff at the Collegiate Academy site, as well as by SBHC district staff. The names of the individual Collegiate Academy students with a need to take

up to twelve (12) credit hours per term will be communicated to HCC. Students participating in dual enrollment through the four (4) Collegiate Academy sites will not be assessed application fees, matriculation fees, laboratory fees, or textbook costs.

Nothing in this Agreement will prohibit the development of pilot programs agreed upon by HCC and SBHC for defined student groups. Eligibility requirements need to be specific to those programs.

ARTICLE III. Program Management and Quality Assurance

SBHC shall recommend qualified faculty for dual enrollment classes taught at the high school campus. All faculty members must meet or exceed the academic and professional preparation requirements for teaching at HCC. If no high school teacher qualifies as an adjunct instructor, HCC faculty will be used, or the class will be canceled. HCC shall supervise dual enrollment faculty. Dual enrollment faculty will attend in-service training each academic year.

HCC shall have an academic dean or the dean's appropriate designee evaluate dual enrollment faculty during the academic year. An academic dean or designee will make a classroom visitation after which a written evaluation will be provided to the dual enrollment faculty member for his/her signature. The evaluation will be maintained on file by HCC and a copy shared with the Assistant Principal for Curriculum at each school site.

HCC shall also evaluate dual enrollment faculty by their students. The classroom visitation and questionnaire will be used by HCC to maintain instructional quality for the students in the Program and will be shared with SBHC.

HCC reserves the right to terminate the employment of a dual enrollment faculty member or not to rehire a dual enrollment faculty member for succeeding dual enrollment courses.

Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the college course plan. To ensure equivalent rigor with on-campus courses, final examinations for all dual enrollment courses delivered on the high school campus must be approved by the appropriate HCC contact. If final exams are included in the course, the exams will be provided to the high school campus dual enrollment instructor by HCC in a timely manner to ensure availability prior to scheduled exam dates. Completed scored exams will be returned to HCC and held on file for a period of one year.

At the end of the term, dual enrollment faculty will submit final grades to HCC, with a copy of those grades provided to the site Assistant Principal for Curriculum. These grades will be submitted by dates established and communicated by HCC staff.

Dual Enrollment faculty must use official HCC technology and systems so that the college can maintain an accurate record of its courses and grades in accordance with the HCC's minimum use and record keeping requirements.

All dual enrollment course syllabi must be provided to assigned HCC designees before the beginning of each term and must include all state and college required sections.

Calendar: SBHC shall select and schedule dual enrollment classes using the high school's class and bell schedule and the SBHC's calendar in alignment with the minimum required minutes per credit hour per term. SBHC shall make reasonable efforts to avoid conflicts in scheduling. HCC agrees to conduct dual enrollment courses at the high schools using the schools' class and bell schedule and the SBHC calendar. SBHC Instructors teaching during a traditional bell schedule must meet with students daily and in accordance with their site's bell schedule. Students eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours and during the summer term, provided that it does not conflict with SBHC Calendar. They may also enroll in courses offered through distance learning.

ARTICLE IV: Instructor Absence and Substitutions

In the event that an instructor is absent three days or less, substitution will be provided by the SBHC and arranged by the high school where the instructor's class or classes are located. If an absence extends beyond three working days, HCC and the Office of Accelerated Learning will arrange and furnish the class with a substitute teacher. In the case of excessive absences (four days or more within a single nine-week course, six days within an eighteen-week course, or three days within a shortened course) by an adjunct faculty member provided by HCC, the SBHC may ask for a replacement to be assigned to the class immediately, or at the beginning of the next scheduled course. The request for a replacement will be made by the High School Principal or the Assistant Principal for Curriculum and will be implemented by the HCC Office of Accelerated Learning.

ARTICLE V. Ratification of Existing Agreements

The signing of this Agreement shall attest to the ratification of all existing articulation agreements between HCC and SBHC.

ARTICLE VI: Opportunities for Student Participation in the Dual Enrollment Program

SBHC and HCC will work collaboratively to notify students and their parents of dual enrollment acceleration mechanisms. SBHC shall inform all eligible secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration, including the eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, the potential for dual enrollment courses to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to participate in dual enrollment. This information shall be included annually in the Student Progression Plan. HCC will work with each high school to provide course lists for their curriculum guides, coordinate inquiries from parents and students (with high school guidance staff), and will communicate directly with parents and students about dual enrollment options as appropriate.

ARTICLE VII: Dual Enrollment Courses and Programs Available to Eligible Students

Dual enrollment college credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee meeting high school graduation requirements, and identified on the Dual Enrollment Course Equivalency List. Career dual enrollment courses must lead toward an approved industry certification from the Postsecondary Industry Certification Funding List. Students who wish to enroll in other HCC

courses for dual enrollment credit will obtain the high school course equivalency from the high school guidance department. All high schools shall accept these postsecondary courses toward meeting requirements of Section 1003.43, Florida Statutes. Courses offered are limited to general education courses or courses that are part of the Associate in Arts (A.A.) degree program requirement. Courses that are part of an A.S. degree program requirement may be offered on the school district site if all students in the course are pursuing the associated A.S. degree. Exceptions to this requirement may be considered if the high school provides evidence that the course offered at the school district site is included in the students' A.A. pathway. Student may not enroll in physical education, college preparatory courses, education courses requiring field experiences unless they are part of the student's approved HCC educational plan, and courses with less than three credit hours unless they are a) co-requisites for other courses, b) the IDS 2891 Connections course, c) two-credit hour music or dance courses.

High schools must notify HCC in advance by the established deadline of the courses that they will be offering on their sites. If high schools do not notify HCC of their scheduling needs by the deadline, the courses that they wish to offer may not be approved.

Wherever possible, if a course is offered at a school district site, then the students must take the course at the school district site.

Students enrolled in a concurrent dual enrollment course/s may not continue in those courses if they leave or transfer out of the high school.

The School District of Hillsborough County sponsors a summer dual enrollment program (Project Quest) for students eligible for services in the following programs: Specific Learning Disabilities (SLD), Emotional Behavioral Disabilities (EBD), Orthopedically Impaired (OI), Deaf/Hard of Hearing (DHH) and Visually Impaired (VI). This dual enrollment program is offered to rising senior students enrolled in SLD, EBD, OI, DHH, and VI programs who are pursuing a standard diploma, maintaining a GPA of 3.0 (or better), have passed at least one section of the FSA or FSAA and have a teacher recommendation. Project Quest will provide eligible students an opportunity to earn both college (6 elective) and high school credits (1 elective – .50 for each course).

ARTICLE VIII: Process by Which Students and their Parents Exercise Options to Participate in the Dual Enrollment Program

In order to receive HCC credit in dual enrollment courses, high school students will be required to complete an HCC Dual Enrollment Application for Admission. They also will be required to submit appropriate test scores as well as follow the registration process as outlined in the HCC Dual Enrollment Website. Specific [instructions](https://www.hccfl.edu/admissions/dual-enrollment-and-early-admissions) are provided on the dual enrollment website: <https://www.hccfl.edu/admissions/dual-enrollment-and-early-admissions>.

ARTICLE IX: Student Eligibility Requirements for the Dual Enrollment Program

No additional initial student eligibility requirements exist beyond the statutory eligibility requirements for participation in the dual enrollment program, as set forth in Section 1007.271, Florida Statutes.

ARTICLE X: High School Credit Earned for Dual Enrollment Courses

Students enrolled in dual enrollment courses shall earn both high school credit from the SBHC and college credit from HCC if they meet the minimum requirements for satisfactory completion of dual enrollment courses. Students who complete a three (3), four (4) or five (5) credit dual enrollment course at HCC with a passing grade will earn at least one-half (.5) credit in the designated subject towards the high school diploma and/or credit assigned by the Dual Enrollment Course Equivalency List. Students who complete courses of less than three (3) credits may earn one-half (.5) credit in elective credit.

Students attending dual enrollment classes at a high school or other location not located on a physical HCC campus shall be limited to earning twenty four percent (24%) of coursework towards an associate degree. Any high school wishing to offer more than twenty four percent (24%) of coursework towards an associate degree may work with HCC on meeting accreditation agency requirements to that effect.

Dual enrolled students are limited to ten (10) credit hours for fall, ten (10) credit hours for spring, and ten (10) hours total for summer. Dual enrolled students are not permitted to pay out-of-pocket to take classes exceeding the ten (10) credit hours per term limit.

ARTICLE XI. Process for Informing Students and their Parents of College-Level Course Expectations

All dual enrollment students and their parents or guardians will be required to sign the HCC Student/Parent Agreement prior to the student's initial registration. The Agreement includes details about college-level course expectations.

HCC and SBHC shall provide advising services regarding its educational programs to students participating in the Program. Dual enrollment students also have access to HCC academic counseling services and may make an appointment to see advisors or counselors. Both HCC and SBHC will ensure that students and their parents are informed that dual enrollment courses are college courses and resultantly, the increased amount of work that may be necessary to succeed.

In accordance with section 6A-14.064(4), while appropriate for college-level study, course materials (including but not limited to HCC library materials available to students) and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses and materials will not be modified to accommodate variations in student age and/or maturity.

ARTICLE XII: Determining Exceptions to the Required GPAs

Per Section 1007.271, Florida Statutes, student eligibility requirements for continued enrollment in college credit dual enrollment courses must include the maintenance of a 3.0 unweighted high school grade point average and for career certificate, dual enrollment must include a 2.0 unweighted high school grade point average. Exceptions to the required grade point averages may be granted on an individual student basis if the student submits a petition for reinstatement that includes a performance improvement plan. HCC and SBHC representatives will review the

petition and approve or disapprove continued eligibility of the student. If the petition is approved, the student is limited to one retake of a course while enrolled in the dual enrollment program. High School students who do not meet dual enrollment eligibility criteria may not pay for HCC classes out of pocket.

If a student earns one D or F during a term, and it causes their HCC GPA to fall below a 2.0, the student will be required to retake the course during their next registered term as part of being reinstated to the dual enrollment program.

- If the student has received an approved petition in the past, they will no longer be eligible for reinstatement or for retaking a course.
- All dual enrollment students with an HCC GPA below 2.0 must meet or speak with an HCC counselor before being allowed to register for future classes.

If a student earns two or more Ds and/or Fs in a term, and it causes their HCC GPA to fall below a 2.0, they will be required to retake one of the courses as a condition of being reinstated to the dual enrollment program as long as they have not already used their single petition opportunity.

- The reinstated student in these cases will only be allowed to register for the retake of their chosen course during their first reinstatement term. They will not be allowed to take other courses simultaneously.
- Once students have successfully passed the course they have retaken, if their HCC GPA is still not a 2.0 or higher, they will be allowed a 2nd reinstatement term as long as their high school GPA is still a 3.0 or higher, and they have not earned any additional Ws, Ds or Fs.
- If at the end of the 2nd reinstatement term their HCC GPA is still below a 2.0, they will no longer be eligible for dual enrollment.
- All dual enrollment students with an HCC GPA below 2.0 must meet with an HCC counselor before being allowed to register for future classes.
- Collegiate academy students in this category who may need to take more than one course during the 1st reinstatement term will have their individual student need reviewed and approved on a case-by-case basis by staff at the Collegiate Academy site, as well as by SBHC district staff and HCC.

Any letter grade below a “C” will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C., however, all grades are calculated in a student’s GPA and will appear on their college transcript. All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary admission.

ARTICLE XIII: The Registration Policies for Dual Enrollment Courses as Determined by the Postsecondary Institution

Registration policies for students vary according to whether students are enrolled in courses on an HCC campus or on a high school campus. Students must adhere to the published dual enrollment deadlines available on the HCC website. For either case, dual enrollment students cannot take college preparatory courses, physical education courses, education courses requiring field experiences unless they are part of the student’s approved HCC educational plan, or courses less than three credit hours unless they are a) co-requisites for other courses, b) the IDS 2891 Connections course, c) two-credit hour music or dance courses,

Registration Process for Dual Enrolled Students Taking Courses on an HCC Campus

A student who meets the eligibility requirements for dual enrollment coursework must complete the following steps:

1. Submit an online HCC Dual Enrollment Application for Admissions at <http://www.hccfl.edu/ssem/admissions/apply-online.aspx>.
2. Meet with his or her high school counselor to obtain the authorization form and their high school transcript documenting an unweighted cumulative GPA of 3.0 or better.
3. Consult with his or her high school counselor or the Office of Accelerated Learning to determine if placement testing is necessary. Documentation of a state-approved college placement test (including but not limited to an ACT, SAT, PSAT NMSQT, CLT, or PERT test score) is required.
4. Notify the Office of Accelerated Learning of the student's intent to register.
5. Students have the option to make an appointment with an HCC advisor to assist in planning their educational coursework.
6. Once the paperwork is complete with the proper signatures obtained, the paperwork must be submitted to the Office of Accelerated Learning or an appropriate designee for processing by the deadline published on the dual enrollment website: <https://www.hccfl.edu/admissions/dual-enrollment-and-early-admissions>.
7. Students will be notified by the Office of Accelerated Learning through email and retrieve notifications when their request for permission to register is approved.
8. Once approved, students who wish to register for classes on an HCC campus or online HCC classes must submit their course selection form to MyHCC online portal.
9. Dual enrollment students are not able to register through HawkGPS.

Registration Process for Dual Enrolled Students Taking Courses at a Public High School

Prior to the beginning of the term, the Office of Accelerated Learning and Hillsborough County Public Schools will establish a master schedule of all courses that will be offered at high school locations. Rosters of students will be provided at least 5 HCC business working days before the beginning of the HCC term for which the course is being offered. The HCC Office of Accelerated Learning will coordinate with the SBHC Supervisor/Generalist of Secondary Education to collect and review rosters from the high schools and ensure students are registered in appropriate sections.

ARTICLE XIV: Exceptions in the HCC Faculty Handbooks

The parties agree that no exceptions are made to the professional rules, guidelines and expectations included in the HCC Faculty and Adjunct Faculty Handbooks. A dual enrollment handbook is provided to dual enrollment faculty.

ARTICLE XV: Exceptions in the HCC Student Handbook

No exceptions are made to the rules, guidelines, and expectations (as stated in the HCC Student Handbook) that apply to faculty.

ARTICLE XVI: Responsibilities for Determining Student Eligibility

- A. Dual Enrollment: Students who enroll in dual enrollment college courses shall be high school students and have demonstrated prior academic achievement by attaining a

minimum of a 3.0 unweighted cumulative GPA for A.A. or A.S. program courses or a 2.0 unweighted cumulative GPA for career and technical education courses. Students will be required to complete and pass the appropriate sections of a state-approved college placement test (ACT, SAT, PSAT NMSQT, CLT or PERT), and scores must not be more than two (2) years old.

To remain eligible for the Dual Enrollment Program, all students, except for career/technical students, must maintain a high school unweighted GPA of 3.0 and an HCC GPA of 2.0. Career technical students must maintain a high school unweighted GPA of 2.0 and an HCC GPA of 2.0. Students must submit a current report card, transcript, or student permanent record summary worksheet to establish eligibility each term. If a student has dropped below the minimum HCC GPA requirement, HCC will notify the school district and the student.

Students are allowed one attempt per course under the Dual Enrollment Program. An exception to the one attempt requirement may be granted on an individual student basis if the student submits a petition for reinstatement that includes a performance improvement plan. HCC and SBHC representatives will review the petition and approve or disapprove continued eligibility of the student. If the petition is approved, the student is limited to one retake of a course while enrolled in the dual enrollment program.

Graduating seniors are not eligible for dual enrollment status, including fee exemptions, during the term immediately following their graduation date, even if the registration period or college classes begin prior to the students' actual graduation dates.

- B. Early Admission: Early admission students who are entering their last year of high school must have a cumulative unweighted GPA of 3.5 or better and must test at college level on all sections of a state-approved college placement test (ACT, SAT, PSAT NMSQT, CLT or PERT). Test scores must not be more than two years old. In addition, the student must have met all course requirements for a diploma or must have completed all required courses for graduation with the exception of 1 credit in senior language arts and/or 0.5 credits in economics, American Government, and/or a fourth math credit but have not graduated. Students must enroll in at least 12 credit hours per semester and no more than 15 credit hours for a maximum of two semesters and may enroll in only those courses that are creditable toward the high school diploma and an associate degree or technical certificate. If Early Admission students do not register for at least 12 credits in a semester, they must return to their assigned high school and can only continue as a traditional dual enrollment student limited to 10 credit hours.
- C. Institutional Responsibilities: Students enrolled in dual enrollment classes will be subject to the student policies and procedures of both HCC and SBHC. Should a conflict be identified as a result of either institutions' policies or procedures, HCC and SBHC will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students. Students must maintain good academic standing at HCC in order to continue in dual enrollment courses by maintaining an HCC GPA of 2.0 and an unweighted high school GPA of 3.0 (or an unweighted GPA of 2.0 GPA for Career and Technical courses).

- D. Deferral: A student with a disability who meets the standard high school diploma requirements may defer the receipt of a standard high school diploma if the student
1. Has an individual education plan that prescribes special education, transition planning, transition services, or related services through age 21; and
 2. Is enrolled in accelerated college credit instruction that leads to college credit, in compliance to Section 1003.4282(11)(c), F.S. Accelerated college credit, as described in Section 1007.27(1), F.S., includes dual enrollment and early admission.

ARTICLE XVII: HCC Responsibilities for Student Grades

College credits earned under the dual enrollment will be entered on the student's HCC transcript as well as on the student's high school transcript. HCC will assign the letter grades for dual enrollment courses and post the grades to the HCC transcript; the SBHC will post the grades to the high school transcripts. The grade awarded by HCC will be the same grade that is posted on the high school transcript. At the end of each term, HCC will send a comprehensive grade and enrollment file to SBHC Accelerated Programs division.

The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to Section 1002.22(2), F.S., Section 1006.52, F.S. and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, F.S., Section 1002.225, F.S., Section 1006.52, F.S., and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

ARTICLE XVIII: Costs Incurred

HCC and SBHC agree to invoice each other each fall and spring term annually. The following costs shall be calculated each term and invoiced accordingly:

1. For dual enrollment on an HCC campus, including collegiate high school dual enrollment on an HCC campus, the SBHC will pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP).
2. For dual enrollment on a high school campus by HCC faculty, the SBHC will reimburse HCC for the costs associated with the proportion of salary and benefits and other actual costs for the adjunct instructor.
3. For dual enrollment on the high school campus by a high school teacher when the course is not part of the teacher's six-period day, the SBHC is responsible for HCC's actual instructional costs associated with dual enrollment.
4. HCC will pay the SBHC for the following resources:
 - a. A set rate per class section (\$25.00) for the use of classrooms on the high school campus with the exception of collegiate high school classrooms;
 - b. The thirty-minute rate (\$25.00) per student for advising and counseling services by SBHC personnel related to both dual enrollment and transition to college
 - c. The hourly rate (\$46.50) for instructional material administrative support, not to exceed 80 hours per term.

HCC shall select instructional materials used in dual enrollment courses. Inclusive access instructional materials are included in HCC's efforts to provide affordable instructional materials. Where possible, HCC will offer dual enrolled students the ability to participate in acquiring their materials at a significantly reduced price. SBHC shall pay for required instructional materials, and payment for required instructional materials for classes conducted on the high school campuses or on HCC's campuses will be through the SBHC Instructional Materials department. The instructional materials shall be the property of the SBHC. SBHC will be responsible for instructional materials for classes taken on a high school campus. Students who take classes on an HCC campus will order instructional materials through the Barnes & Noble College portal or other College approved instructional material program. Inventories of dual enrollment instructional materials will be maintained by individual high schools offering dual enrollment courses.

When textbooks are purchased as part of this process, the HCC bookstore will buy back those textbooks, which are identified as resalable, from the SBHC at the rate of fifty percent (50%) of the purchase price, when HCC is in need of such textbooks. Certain textbooks, as identified below, are not eligible for buyback:

- The textbook is not adopted for a class being taught the following semester;
- The textbook has a consumable component, such as limited access software, tear out pages, etc.
- The textbook is sold as a package and all components in the package are required for a course;
- The textbook is damaged and is not in resalable condition; and
- The textbook is overstocked at the HCC bookstore.

SBHC or HCC shall provide the use of laboratory equipment, tools, fixtures, or other resources which are not consumable. HCC shall provide consumable laboratory supplies and materials routinely covered by college fees.

Students participating in the Dual Enrollment Program will not be assessed registration, tuition, or laboratory fees. Required instructional materials will be purchased by the SBHC; however, consumables (other than consumable laboratory supplies and materials – see previous paragraph) are not purchased by the SBHC. Optional materials required by instructors are at student's expense.

ARTICLE XIX: Responsibilities for Transportation

The student will be responsible for providing all transportation related to the Dual Enrollment Program.

ARTICLE XX: Accommodations for Students with Disabilities

SBHC and HCC shall provide accommodations for students with disabilities. The ADA defines a person with a disability as any person who has a physical or mental impairment that limits one or more of such a person's major life activities; has a record of such impairment; or is regarded as having such an impairment.

A. Services for Dual Enrollment Students with Disabilities Attending Classes on an HCC Campus:

Hillsborough Community College enjoys a very diverse student population which includes students with disabilities. HCC makes every effort to help students with disabilities get the most out of attending college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services and activities, in accordance with the Americans with Disabilities Act (ADA) of 1990.

Students are eligible to receive services at HCC if they have been diagnosed with a disability including, but not limited to the following: Learning Disability, Hearing Impairment, Visual Impairment, Physical Impairment, ADD/ADHD, Alcohol/Drug Abuse, AIDS, Speech/Language Impairment, Psychiatric Disability, Autism Spectrum Disorders, or TBI.

A student or prospective student wishing academic accommodations must self-identify and provide appropriate documentation of their disability to the HCC Office of Services for Students with Disabilities. Students should contact an HCC Coordinator of Services for Students with Disabilities to discuss documentation guidelines.

Some of the academic accommodations that the College provides to students with disabilities may include but are not limited to the following: Accessible furniture, Testing Accommodations, Note takers, Assistive equipment, Assistive technology software, Alternate format materials, Scribes and readers, Sign language interpreters/captionist. For more information, students should access the HCC website at <https://www.hccfl.edu/support-services/services-students-disabilities>.

B. Services for Dual Enrollment Students with Disabilities Attending Classes Taught by an HCC-Credentialed High School Instructor at a High School Site:

The purpose for implementing curriculum and/or assessment accommodations is to enable a Students with Disabilities (SWD) receiving services in accordance with his/her Individualized Education Program (IEP) to demonstrate course content mastery and to assist the teacher in measuring the degree of mastery. The accommodations utilized will vary depending upon the student's need. The need for curriculum and/or test accommodations will be noted on the student's IEP. Accommodations do not alter course content or expectations for achievement of grade-level benchmarks for students who are appropriate for access to the regular state standards.

ARTICLE XXI: Indemnity

HCC and SBHC agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment and agree to be liable for any damages proximately caused thereby; provided, however, that HCC and SBHC's liability is subject to the monetary limitations and defenses imposed by Section 768.28, Florida Statutes.

ARTICLE XXII: Sovereign Immunity

Nothing herein is intended to serve as a waiver of sovereign immunity by HCC or SBHC nor shall anything herein be construed as consent by HCC and SBHC to be sued by any third party for any cause or matter arising out of or related to this Agreement.

ARTICLE XXIII: Record Keeping Requirements

The Parties will keep adequate records and supporting documentation regarding this contracted matter. Furthermore, each Party agrees to make available to the other Party's authorized representative, as allowed by law, all records for audit or inspection purposes. Said records and documentation shall be retained by the Parties for a minimum of five (5) years from the date of termination of this Agreement.

Public Records Laws. If, under this Agreement, HCC is providing services and is acting on behalf of SBHC as provided under Section 119.011(2), F.S., HCC, subject to the terms of Section 287.058(1)(c), F.S., and any other applicable legal and equitable remedies, shall:

- keep and maintain public records that ordinarily and necessarily would be required by SBHC to perform the service; and
- provide the public with access to public records on the same terms and conditions that SBHC provide the records and at a cost that does not exceed the cost provided in Chapter 119 F.S. or as otherwise provided by law; and
- ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- meet all requirements for retaining public records and transfer, at no cost, to SBHC all public records in possession of HCC upon termination of the contract and destroy any duplicate Public Records that are exempt or confidential and exempt from public records disclosure requirements. All records electronically must be provided to SBHC in a format that is compatible with the information technology systems of SBHC.

IF HCC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO HCC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE HILLSBOROUGH COUNTY PUBLIC SCHOOLS' OFFICE OF COMMUNICATIONS AT 901E. KENNEDY BOULEVARD, TAMPA, FLORIDA 33602. PHONE: (813) 272-4060, EMAIL: <mailto:PRR@HCPS.NET>.

Article XXIV: Statement of Assurance

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to the its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

Article XXV: Confidentiality

The Parties agree to keep all records confidential to the extent required or allowed by applicable law. Any information received by either Party in the performance of this agreement from the other Party or from any student, parent, or guardian participating in activities conducted by the Party will not be shared or otherwise disseminated except as allowed or required by law. Nothing herein will in any way limit or otherwise affect either Party's obligations to maintain and allow access to public records as defined and required by applicable law.

IN WITNESS WHEREOF, the School Board of Hillsborough County and the District Board of Trustees of Hillsborough Community College have adopted this Agreement and caused it to be executed by their respective chairmen and chief executive officers, in accordance with Sections 1007.235 and 1007.271, F.S., Inter-institutional Articulation Agreements.

SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

By: _____

Karen Perez
Chair, School Board of Hillsborough County, Florida

Attest: _____

Van Ayres
Superintendent, School Board of Hillsborough County, Florida

Date: _____

DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY COLLEGE

By: _____

Nancy Watkins
Chair

Attest: _____

Ken Atwater, Ph.D.
President

Date: _____

Richard Senker
Articulation Officer

Approved as to Form & Legality

Legal Counsel

Section 7

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Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

The Office of the Auditor General, State of Florida, conducts annual financial audits of all the State colleges. The College has received the Financial Audit Report for the fiscal year ended June 30, 2023.

The audit examined the financial statements of the College to determine whether management demonstrated compliance with all applicable laws, rules, and regulations. The report summarizes that the College's financial statements were presented fairly in accordance with financial reporting standards, and there were no deficiencies in internal controls that were considered material weaknesses.

ECONOMIC IMPACT:

There is no economic impact to the College.

OBJECTIVE:

To acknowledge acceptance of the financial audit report for the fiscal year ended June 30, 2023.

LEGAL AUTHORITY:

Section 11.45, Florida Statutes
Florida State Board of Education Rule 6A-14.072

RECOMMENDATION:

The President recommends acceptance of the Financial Audit Report No. 2024-163.

Initiator - Bethoria Paige, Director of Finance and Budget

Date 4/9/2024.

Vice President/Campus President/Director of Human Resources

Date

District President



Date 4/15/24

1-0-024(2/04)

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 a contract with Reno Building, LLC 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. 07 to the contract established a Guaranteed Maximum Price for the Renovation of the HCC DTEC Cyber Lab at the Dale Mabry Campus in the amount of \$567,733. The project was completed on February 9, 2024, as per the contract for a total amount of \$488,813.06. Wilder Architecture, Inc. has reviewed and approved the application for final payment in the amount of \$17,624.35 to Reno Building, LLC. The unused portion of the GMP in the amount of \$78,919.94 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:

Funding for the project was provided from the Fund 12 Revenue Account Unrestricted money for Facilities use.

OBJECTIVE:

To obtain Board approval for final payment of \$17,624.35 to Reno Building, LLC for completion of the Renovation of the HCC DTEC Cyber Lab 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 \$17,624.35 to Reno Building, LLC for completion of the Renovation of the HCC DTEC Cyber Lab at the Dale Mabry Campus as reviewed and recommended by Wilder Architecture, Inc.

Initiator

Ben Marshall, Director of Facilities Planning & Construction

Date

April 10, 2024

Vice President/Campus President/Director of Human Resources

Date

District President



Date

4/15/24

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 8.03	
BACKGROUND AND PERTINENT FACTS:	
<p>On July 1, 2021, HCC leased a portion of its Dale Mabry campus to the New York Yankees Partnership for construction of an IT Center. Tampa Electric Company has requested an Easement for the installation of underground lines of wires, cables, data transmission and supporting structures to provide necessary utilities to the leased premises.</p> <p>Section 17 of the lease requires that the Yankees obtain HCC's prior written consent for all easements, including utility easements.</p>	
ECONOMIC IMPACT:	
None	
OBJECTIVE:	
To obtain approval of an Easement with Tampa Electric Company.	
LEGAL AUTHORITY:	
FS 1001.64; 1001.65	
RECOMMENDATION:	
The President recommends approval of an Easement with Tampa Electric Company at the Dale Mabry campus associated with the Yankees' IT Center construction project.	
Initiator	Date
Ben Marshall, Director of Facilities Planning & Construction	April 10, 2024
Vice President/Campus President/Director of Human Resources	Date
District President	Date
	4/15/24

SEC. 09 TWP. 29 S. RGE. 18 E.
FOLIO/PARCEL ID NO. 109054-0010
W.O. NO. 2425334

PREPARED BY
AND RETURN TO:
Lena Kirby
Real Estate Department
Tampa Electric Company
P.O. Box 111
Tampa, FL 33601

EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that **THE DISTRICT BOARD OF TRUSTEES OF THE HILLSBOROUGH COMMUNITY COLLEGE**, a public entity whose address is Post Office Box 31127, Tampa, Florida 33631 (“Grantor”), in consideration of One Dollar and other valuable considerations paid to Grantor by **TAMPA ELECTRIC COMPANY**, a Florida corporation, P.O. Box 111, Tampa, Florida 33601 (“Company”), receipt whereof is hereby acknowledged, has given and granted unto the Company, its successors and assigns, a perpetual easement over and the right to enter upon the land in Hillsborough County, Florida, described as follows:

See Exhibit “A” attached hereto and by reference made a part hereof (“Easement Parcel”)

together with the right of ingress and egress to and from the same, and all rights therein and all privileges thereon which are or may be necessary or convenient for the full use and enjoyment of such easement, which is for the purposes of placing, constructing, operating, maintaining, repairing, replacing on and removing from the Easement Parcel, installations described as follows:

Underground lines of wires, cables, data transmission and communication facilities, supporting structures, and necessary appurtenances (“Facilities”).

The aforesaid rights and privileges granted shall include the right and privilege to trim or remove any and all trees or shrubs upon the Easement Area, and the Company shall also have the right and privilege to trim or remove any and all trees or shrubs upon the Grantor’s lands adjacent to Easement Area, wherever the Company may deem it necessary or desirable to do so for the protection of said installations.

The Grantor may use the Easement Area for any purpose which will not interfere or conflict in any manner with the use of the same by the Company for the purposes enumerated above and which will not endanger any person or property, except that in no event shall any improvement or structure be installed or constructed thereon, grade changed, or water impounded thereon.

With respect to underground Facilities, Grantor acknowledges that under the “Underground Facility Damage Prevention and Safety Act” (ch. 556 Fla. Stat.), that Grantor is obligated to notify “Sunshine State One-Call of Florida, Inc.” of its intent to engage in excavation or demolition prior to commencing any work, and Grantor may be held responsible for costs and expenses incurred due to damage of Company’s Facilities in the event Grantor fails to so notify.

The Company agrees, at the sole expense of Grantor, to relocate its Facilities, over, under and upon the Easement Parcel upon the request of Grantor, and the vacated portion of this easement being released and conveyed back to Grantor and the site of the relocated Facilities being conveyed and included in this easement grant as though it had been included ab initio.

The terms “Grantor” and “Company” herein employed shall be construed to include the words “heirs, executors, administrators and assigns” and “successors and assigns” of the respective parties hereto, wherever the context so admits

or requires. This grant of Easement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof. This grant of Easement may not be changed, altered or modified except by an instrument in writing signed by the party against whom enforcement of such change would be sought. This grant of Easement shall be binding upon the parties hereto and their respective successors and assigns.

Grantor warrants to Company that it is duly formed, validly existing and in good standing under the laws of its state of formation, and Grantor has all requisite right, power, and authority to enter into this Easement, Grantor owns the Easement Parcel, and no consent of any other person is required to render this Easement a valid and binding instrument.

IN WITNESS WHEREOF, the Grantor has executed this grant of Easement this ___ day of _____, 20__.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF WITNESSES TO EXECUTION BY GRANTOR:

**GRANTOR:
THE DISTRICT BOARD OF TRUSTEES OF
THE HILLSBOROUGH COMMUNITY COLLEGE,
a public entity,**

Signature of First Witness

Print Name: _____

Address: _____

By: _____

Signature of Second Witness

Print Name: _____

Print Name: _____

Its: _____

Address: _____

Address: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ as _____ of THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY COLLEGE, a public entity, on behalf of said corporation by means of physical presence or online notarization who is personally known to me or has produced _____ as identification.

Witness my hand and official seal the date aforesaid.

Notary Public, State of _____ at Large

Notary: Print or Type Name

My Commission Expires: _____

DESCRIPTION

THAT PORTION OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 29 SOUTH, RANGE 18 EAST, HILLSBOROUGH COUNTY, FLORIDA, BEING FURTHER DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTH 1/4 CORNER OF SAID SECTION 9; THENCE S.89°12'12"E., 209.96 FEET ALONG THE NORTH LINE OF SAID NORTHEAST 1/4; THENCE LEAVING SAID LINE, S.00°25'20"W., 255.18 FEET; THENCE S.16°58'34"W., 239.61 FEET TO THE POINT OF BEGINNING; THENCE S.16°58'34"W., 15.69 FEET; THENCE S.89°56'23"W., 44.82 FEET; THENCE N.88°42'46"W., 66.48 FEET; THENCE N.65°06'53"W., 42.86 FEET; THENCE N.12°24'35"E., 20.38 FEET; THENCE S.77°35'25"E., 15.00 FEET; THENCE S.12°24'35"W., 8.34 FEET; THENCE S.65°06'53"E., 27.68 FEET; THENCE S.88°42'46"E., 63.17 FEET; THENCE N.89°56'23"E., 49.24 FEET TO THE POINT OF BEGINNING.

CONTAINING 0.055 ACRES(2,422.283 SQUARE FEET), MORE OR LESS.

NOTES

1. BEARINGS ARE BASED ON THE NORTH LINE OF THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 29 SOUTH, RANGE 19 EAST, SAID LINE BEING ASSUMED AS S89°12'12"E.
2. LEGAL DESCRIPTION WAS PREPARED BY POLARIS ASSOCIATES, INC.
3. RE-USE OF THIS SKETCH FOR PURPOSES OTHER THAN WHICH IT WAS INTENDED, WITHOUT WRITTEN VERIFICATION, WILL BE AT THE RE-USERS SOLE RISK AND WITHOUT LIABILITY TO THE SURVEYOR. NOTHING HEREIN SHALL BE CONSTRUED TO GIVE ANY RIGHTS OR BENEFITS TO ANYONE OTHER THAN THOSE CERTIFIED TO.
4. THIS SKETCH IS NOT INTENDED TO SHOW THE LOCATION OR EXISTENCE OF ANY JURISDICTIONAL, HAZARDOUS OR ENVIRONMENTALLY SENSITIVE AREAS.
5. THIS SKETCH WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE AND MAY BE SUBJECT TO EASEMENTS, RESTRICTIONS, RIGHTS-OF-WAY AND OTHER MATTERS OF RECORD.

CERTIFICATION

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



Digitally signed by Dan Rizzuto
Date: 2024.02.14 10:52:30 -05'00'

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

NOT A SURVEY

SHEET 2 OF 2

ITEM	DATE	BY	QC	EXHIBIT "A"	 POLARIS ASSOCIATES INC. PROFESSIONAL SURVEYING LB 6113 2165 SUNNYDALE BOULEVARD, SUITE D CLEARWATER, FLORIDA 33765 (727) 461-6113
REVISE DESCRIPTION					
SKETCH & DESCRIPTION	02-14-24	SMW	DHR		

H:\JN\3609 (NAVDB88)\DWG\3609-SD-POWER EASE WEST.DWG