



**HCC**

**DISTRICT BOARD OF TRUSTEES  
BOARD MEETING**

**JUNE 26, 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**  
**JUNE 26, 2024 4:00 PM**  
**DR. GWENDOLYN W. STEPHENSON DISTRICT ADMINISTRATION CENTER**  
**BOARD ROOM**  
**4115 NORTH LOIS AVENUE**  
**TAMPA, FLORIDA 33614**

		<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	
	1.05 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 “ <b>Consent</b> ”.	
	1.09 The President recommends approval of the <b>May 22, 2024 Board Meeting minutes</b> (submitted herein for your review).	4
<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).	11
<b>CONSENT</b>	5.02 The President recommends approval of individuals for <b>part-time employment</b> during Term 24/SU. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule (submitted herein for your review).	13

**CONSENT** 5.03 The President recommends acknowledgment of **employment separations** (submitted herein for your review). 15

**6.0** **EDUCATIONAL PROGRAMS AND STUDENT SERVICES**

**CONSENT** 6.01 The President recommends approval of the **course modifications, the course deletions, and the program deletions to be effective FA/24**, unless otherwise noted (submitted herein for your review). 17

6.02 The President recommends approval of the **Apprenticeship Training Program Agreement between Hillsborough Community College and Associated Builders and Contractors for a one-year term beginning on August 1, 2024, and ending July 31, 2025**. (submitted herein for your review). 21

6.03 The President recommends approval of the **Apprenticeship Training Program Agreement between Hillsborough Community College and Independent Electrical Contractors for a one-year term beginning on August 1, 2024, and ending July 31, 2025**. (submitted herein for your review). 22

6.04 The President recommends approval of the **Apprenticeship Training Program Agreement between Hillsborough Community College and United Association Local Union 821 for a one-year term beginning on July 1, 2024, and ending June 30, 2025**. (submitted herein for your review). 23

**7.0** **INSTITUTIONAL SERVICES**

7.01 The President recommends approval of the selection of **Lauren Gay as Student Trustee**, for the 2024-2025 academic year (submitted herein for your review). 24

**8.0** **FINANCIAL SERVICES**

8.01 The President recommends approval for **authorizing Trane as the College's single source building automation and Heating, Ventilation and Air Conditioning (HVAC)** system in all new construction, remodeling, and renovation projects, for a term of 5 years. (submitted herein for your review). 25

8.02 The President recommends approval of the **Statewide Mutual Aid Agreement (SMAA) to support the emergency response capabilities of the State of Florida, Division of Emergency Management, and the Hillsborough County, Office of Emergency Management**. (submitted herein for your review). 29

8.03 The President recommends approval to award the **Request for Bid # 2913-24** to furnish all labor, materials, and the performance of all work necessary or incidental to the parking lot improvements and roundabout addition at the College's Dale Mabry Campus to **The Kearney Companies, LLC of Riverview, Florida**, as the lowest responsive bidder meeting all required bid specifications for 30

a total cost of \$2,876,543 for the base bid and both alternates. (submitted herein for your review).

- 8.04 The President recommends approval that the continuing contracts with **Barr & Barr, Inc.; Charles Perry Partners, Inc.; Foresight Construction Group, Inc.; Horus Construction Services, Inc.;** and **Williams Company Tampa** be amended to increase the maximum amount of award per project to seven and a half million dollars (\$7,500,000). (submitted herein for your review). 31
- 8.05 The President recommends approval of the **Operating Budgets for the Current Unrestricted Fund** and the **Capital Projects/Unexpended Plant Fund for Fiscal Year 2024-2025** (submitted herein for your review). 32
- 8.06 The President recommends approval of **Accounts Receivable Write offs** as of June 2024 (submitted herein for your review). 35

**9.0            ADMINISTRATIVE REPORT**

- 9.01 Selection: Board Chair and Vice Chair
- 9.02 Selection: 2024-2025 HCC Foundation and Labor Liaisons
- 9.03 Board Meeting Dates

**10.0          LEGAL REPORT**

**11.0          HEARING OF BOARD MEMBERS**

**12.0          ADJOURNMENT**

# Section 1

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**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, MAY 22, 2024 – 4:00 P.M.  
SOUTH SHORE CAMPUS  
551 24<sup>TH</sup> STREET N.E.  
RUSKIN, FL 33570  
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 (Virtual)
- Matthew Valentin

1.05 Welcome to Guests, Staff and Faculty

Dr. Jennifer China, South Shore Campus President, welcomed the Board to SouthShore Campus. She introduced Mr. Rufus Pope, a recent HCC SouthShore graduate and HCC's 2024 Commencement speaker, to the podium to address the Board. Mr. Pope shared his positive experience at HCC and his gratefulness to have been a part of it. Dr. Atwater and Dr. China both added that Mr. Pope did an amazing job as HCC's student speaker at commencement and thanked him again. Mrs. Kathy Vore, a member of Dr. China's Campus President's Advisory Council (CPAC), was next at the podium. Mrs. Vore shared how proud she and her husband, Don, are to be a part of the CPAC at the campus. In closing, Dr. China recognized the student ambassadors, faculty and staff that were present at the meeting. The Board chair thanked Dr. China for the impact she has had on the students, community, and HCC through her leadership. The chair also thanked Mrs. Vore for the impact of her time and generosity to HCC. The chair also commented on the SouthShore Student Excellence Award ceremony that she was able to attend and how she enjoyed all the students who were awarded.

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 \$5.79M (July-April) up 17% compared to last year.

1.06.02 Highlights:

- Scholarship awarding cycle nearly completed for Fall semester, at least 315 students awarded.

1.06.03 Events:

- Scholarship Partners Breakfast, September 13, 2024, Bryan Glazer JCC, 7:30am to 9:00am.
- Hook Line and Sinker Fishing Tournament, October 4, 2024, Hula Bay Club, 7:30am to 3:30pm.
- HCC Golf Classic, December 2, 2024, Tampa Palms Golf & Country Club, 7:30am to 3:30pm.

1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 **Dr. Jennifer China**, SouthShore Campus President presented at the Thirtieth Annual Freedom Plaza Scholarship Fund Program where twenty HCC students were awarded \$3,000 scholarships each.
- 1.07.02 **Cheyenne Olson**, SouthShore Student Activities Coordinator, earned her master's degree in business administration with a concentration in Social Media Marketing from St. Leo University.
- 1.07.03 **Dr. Deborah Stephan**, Brandon Campus President, completed the Impact of FinTech: AI, Blockchain, Cryptocurrency, and the Future of Business Certificate from the University of South Florida Muma College of Business online on May 14, 2024.
- 1.07.04 **Mary Seguiti** and **Thomas Neff** were appointed to United Optician Association (UOA) board.
- 1.07.05 **Verónica Lugo** received her Doctor of Education-Applied Learning Sciences from the University of Miami.
- 1.07.06 **Jon Squires** was appointed by the Florida Bar to serve a three-year term on the Education Law Certification Committee, which reviews applications and drafts the certification exam for education law in Florida.
- 1.07.07 **Nuclear Medicine students** volunteered and presented posters at the Florida Nuclear Medicine Technologist conference held in Orlando, FL on May 15-19, 2024. **Elanee Otto** won first place in Radiation Accidents and **Kristin Bedwell** won second in Radiation Accidents. Other poster presenters included: **Ashleigh Lamm, Meghan Kolenda, Gio Dubon Nunez, Maya Williama, Alena Lyons, Amanda Bailey, Michelle Carlsen and Taylor Musgrove. HCC 2024 Graduate Sergio Cordon** received second in original research and Lit Review.
- 1.07.08 **Glenn E. Davis** completed his Doctor of Health Sciences from A. T. Still University, College of Graduate Health Studies.

- 1.07.09 **Drs. Paul Nagy and Nicole Jagusztyn** have been invited to speak to the Oklahoma State Regents for Higher Education on the Near Grad initiative at HCC using the Gwen AI.
- 1.07.10 For the past two years, the **SPARK Club** has raised \$550 through Penny Wars to donate to the Make-A-Wish Foundation. In addition, the SPARK Club participated in the Special Olympics Summer Games on May 17, 2024. Joining the student club members were faculty and staff members: **Tim McArter, Bridget Mullen-Sayers, Danielle Clark, Ben Freeman, Kristin Heathcock, Loi Ho, Andrew Krutko, Jennifer Romanowich, Shannon Moroney, Bianca Pedroza, Gina Ricard, Olga Timofeeva, and Monica Chen.**
- 1.07.11 **Patrick Hoier** will present on the importance of teaching and reinforcing ethical behaviors in students prior to clinical internships at the Cardiovascular Credentialing International's Annual CVT Educators Conference, May 31 - June 2.
- 1.07.12 **Nerissa Lamison**, Radio TV Film Department Chair and City of Tampa Mayor's Asian American Pacific Islander Advisory council member lead the inaugural Asian American Pacific Islander Film Series at the historic Tampa Theatre. HCC Film Instructor **James Sims** also assisted with planning the film series for the City of Tampa.
- 1.07.13 **Dr. Larissa Baía**, Ybor City Campus President was inducted as the chair of the Ybor City Chamber of Commerce.
- 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 Diehl. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President recommended approval of the **April 24, 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

## 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/SU. 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 **annual contracts, as appropriate, for fulltime, non-tenured instructional personnel.**

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

- 5.05 The President recommended approval of the **awarding of administrative contracts for the 2024 – 2025 fiscal year.**

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

- 5.06 The President recommended approval of the **awarding of continuing contracts to the following faculty members:**

- Connor Al Khatib (DM)
- Danielle Clark (DM)
- Spencer Daniels (BR)
- Joshua Crosby (DM)
- Timothy Curran (BR)
- Eric Fiske (DM)
- Teresa Hesse (DM)
- Lana Iapicco (BR)
- Jenny Lee (DM)
- Christopher Lue (DM)
- Andre Mathurin (DM)
- Maggie Medina (YB)
- Thomas Neff (DM)
- Rebecca Page (PC)
- Shawn Robinson (BR)
- Armando Signorini (BR)
- Patricia Walton (DM)

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

- 5.07 The President recommended approval for the following faculty to **receive Rank & Promotion:**

- Rebecca Todd (DM)
- Michelle Thompson (BR)
- Deborah Barr (DM)
- Krista Noren-Santmyer (BR)
- Adonis Amparo (YB)
- Janet Willman (BR)
- Kristine Thomas (SS)
- Debarati Ghosh (BR)
- Lorenzo Carswell (DM)
- Michelle Sanders (DM)
- Charlene Bell (PC)
- Melynda Neal (YB)
- Phillip Chamberlin (SS)
- Kelley Torregiante (DM)
- Sharon Moran (DM)

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

- 5.08 The President recommended approval of the **salary increases for non-union Staff, full-time administrators, and part-time hourly employees.**

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

- 5.09 The President recommended approval of the **2024-25 salary scale increase of 1% and step increase for eligible full-time faculty members effective August 15, 2024.**

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

- 5.10 The President recommended approval of the **2024-2025 Salary Schedule effective July 1, 2024 for full-time non-union staff, full-time administrators, and part-time hourly employees and effective August 15, 2024 for full-time faculty.**

Trustee Celestan made a motion to approve, seconded by Trustee Lametto. 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 **proposals to delete the course fees to be effective FA/24**, unless otherwise noted.

## **7.0 INSTITUTIONAL SERVICES**

## **8.0 FINANCIAL SERVICES**

- 8.01 The President recommended approval of an **Easement with Tampa Electric Company at the Dale Mabry campus associated with the Yankees' IT Center construction project.**

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

- 8.03 The President recommended approval to **adjust the College's property records to reflect asset write offs**. Any previously capitalized items have been fully depreciated and are of negligible value.

Trustee Celestan made a motion to approve, 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 asked Dr. Deborah Stephan, Dr. Kristin Heathcock, Mr. Richard Senker and Dr. Brian Mann to the podium to speak to the Board regarding the Fin Tech Program. They each thanked the board for approving the program and described how the program will be implemented. The President added that the concept will be a business setting. Once it is set it will be brought back to share with the Board and thanked them for approving the program.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Student Trustee Valentin thanked Dr. China and SouthShore campus for their hospitality, as well as all the campuses he visited during his tenure on the Board of Trustees.

- 11.02 Trustee Lametto thanked Dr. China and SouthShore campus for their hospitality, he added that he is so proud to be a part of an organization that is in a financial position and has the discipline to be able to afford and give the raises that were approved.
- 11.03 Trustee Diehl thanked Dr. China and the SouthShore campus for hosting and added that he sees not only her passion for students and HCC but her compassion toward both.
- 11.04 Trustee Celestan thanked the faculty and staff for the hard work that goes into the preparation for the Board meeting. He also thanked Dr. China and the students for such a great turnout to the meeting.
- 11.05 Chair Watkins mentioned that she remembered the groundbreaking of SouthShore campus and how far it has come since then. She also thanked the two caterers present for their service to HCC at the meeting.
- 11.06 Trustee Patel complimented Dr. Ken Ray for HCC's successful commencement ceremony as well as congratulating Dr. Larissa Baía on graduating Leadership Tampa.

**12.0 ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:15 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 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. 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> 6/18/24

1-0-024 (2/04)

**FULL-TIME APPOINTMENTS**  
**JUNE 26, 2024 BOARD MEETING**

**ADMINISTRATOR**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Jagusztyń, Nicole*	Interim VP of Strategic Planning and Analysis	District	06/13/24
King, Laurie	Director of Professional Development	Collaboration	07/11/24

**STAFF EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Barrientos, Bethzabe	Human Resources Analyst	District	06/11/24
Fugate, Victor	Academic Advisor	Dale Mabry	06/13/24
Lewis, Erik	Academic Advisor	Ybor City	06/10/24
Seidler, Robert*	Online Academic Advisor	Dale Mabry	06/17/24
Smothers, Diann	Academic Support Services Manager	District	06/20/24
Sullivan, Shawn	PSAV Trainer II	Ybor City	06/13/24

**STAFF NON-EXEMPT**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>CAMPUS</u></b>	<b><u>START DATE</u></b>
Dawson, Jennifer	Test Proctor	Dale Mabry	06/10/24
Gainous, Adrian	Public Safety Officer	District	06/10/24
Walker, Larry	Public Safety Officer	District	06/10/24

**PROMOTION**

<b><u>NAME</u></b>	<b><u>FROM</u></b>	<b><u>CAMPUS</u></b>	<b><u>TO</u></b>	<b><u>START DATE</u></b>
Cocke, Julie	Financial Services Manager II	District	Accounting Services Officer	05/02/24

\*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/SU. Part-time faculty will be employed on a term-by-term basis. If additional part-time staff is needed, a supplementary list will be submitted for appointment.

**ECONOMIC IMPACT:**

All 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/SU. 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**

6/18/24

1-0-024(2/04)

**PART-TIME APPOINTMENTS**  
**JUNE 26, 2024 BOARD MEETING**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>FACULTY</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Acevedo, Danitza	Adjunct Instructor		Dale Mabry	06/11/24
Nobile, Caitlin	Adjunct Instructor		Ybor City	06/05/24

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>NON-FACULTY</u></b>	<b><u>CAMPUS</u></b>	<b><u>BEGIN DATE</u></b>
Baker, Izzabella	Part-Time Advanced Technician		Dale Mabry	06/05/24
Batista Castro, Luis	Part-Time Advanced Technician		Ybor City	05/22/24
Cesar, ValTrenda	Part-Time Associate		Dale Mabry	05/22/24
Goldman, Catherine	Part-Time Technician		Dale Mabry	05/22/24
Locicero, Angelo	Part-Time Instructor, Non-Credit II		Ybor City	06/13/24
McClain, Dimonica	Part-Time Instructor, Non-Credit II		ICCE	05/20/24
Smith, Nya	Part-Time Advanced Technician		Dale Mabry	06/05/24
Speerschneider, Carter	Part-Time Technician		Brandon	05/22/24
Sumner, Sophia	Part-Time Technician		Dale Mabry	06/06/24
Villa, Tania	Part-Time Technician		SouthShore	06/07/24

\*\*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; 1001.65

**RECOMMENDATION:**

The President recommends acknowledgement of employment separations

**Initiator**

**Date**

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

**Date**

**District President**



**Date**

6/18/24

1-0-024 (2/04)

**FULL-TIME SEPARATIONS**  
**JUNE 26, 2024 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>
Daponte, Kirk	Information Technology Technician	District	04/02/20	05/31/24
Fooce, Dillon	Public Safety Officer	District	04/24/24	05/20/24
Santiago, Alberto	Academic Advisor	Dale Mabry	01/13/22	06/28/24

**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>
Baker, Michele	Lab Assistant	SouthShore	04/28/14	08/07/24
Watkins, Brenda	Director, Professional Development	Collaboration	05/27/04	07/24/24

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

## **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 deletions; and the Health Sciences discipline group presented course modifications, course deletions, and a program deletion to the Academic Affairs Committee. The Academic Affairs Committee approved the course modifications, course deletions, and program deletions and forwarded all to the Vice President for Academic Affairs who reviewed them with the appropriate staff for forwarding to the President.

**ECONOMIC IMPACT:**

None.

**OBJECTIVE:**

To strengthen the college curriculum.

**LEGAL AUTHORITY:**

HCC 6HX-10-4.06

**RECOMMENDATION:**

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

**Initiator**

Dionna Doss and Brian Mann

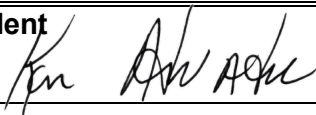
**Date:**

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

Richard Senker

**Date:**

**District President**



**Date**

6/18/24

**Hillsborough Community College**  
June 2024 BOT

**Course Modifications**  
**Effective FA/24**

DES 1022, Head, Neck, and Dental Anatomy

- Change course description to read: “This dental assisting program course is a detailed study of the gross anatomy of the head and neck, and the external and internal morphology of the primary and permanent dentition. Anatomical models of the skull and teeth along with videos and workbooks allow the student to apply didactic information in the laboratory setting.”

DES 1022L, Head, Neck, and Dental Anatomy Laboratory

- Change course description to read: “This dental assisting program course is a study of the anatomy of the head and neck with emphasis on the maxilla and mandible. In addition, the anatomy of the deciduous and permanent definitions and supporting structures will be covered. This course will be taught by lecture, demonstration, hands-on, illustrations, and use of models.”

DES 1023, Dental Anatomy and Physiology

- Change course description to read: “This dental assisting program course is a study of the development of the human body along with a survey of the structure, growth, and function of the body's organ system along with the diseases of the body.”

DES 1052C, Dental Pharmacology and Pain Control

- Change course description to read: “This dental assisting program combination course will provide students with didactics, lab experience, basic knowledge in use of pain control in dental offices, and in the use of Nitrous Oxide sedation. Additionally, this course provides the student with laboratory experience in taking and monitoring patient vitals as well as monitoring nitrous oxide sedation.”

DES 1060, Allied Dental Theory

- Change course description to read: “This dental assisting program course provides the student with fundamental knowledge of embryology and oral histology, microbiology, oral pathology, nutrition, and infection control in the dental office.”

DES 1152, Dental Psychology and Communication

- Change course description to read: “This dental assisting program course is designed to introduce students to the basic theories of psychology to have a better understanding of behavioral patterns and how those patterns relate to dentistry. The course will also allow the student a better understanding of verbal and written communication.”

DES 1201, Dental Radiology

- Change course description to read: “This dental assisting program course provides the student with fundamental knowledge of the nature, physics, and biological effects of radiation to maximize understanding of proper control and safety precautions to be used in exposing, processing, mounting, and evaluating diagnostically acceptable radiographs.”

DES 1201L, Dental Radiology Laboratory

- Change course description to read: “This dental assisting program course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extraoral radiographs.”

DES 1503, Dental Office Management

- Change course description to read: “This dental assisting program course enables the student to gain knowledge and proficiency in all procedures necessary for office management. The course includes basic computer, equipment maintenance, telephone techniques, ordering supplies, charting, recall system, appointment control, book-keeping, scheduling, billing, and insurance procedures. The student will make use of dental software to enhance knowledge for dental office management.”

#### DES 1601, Dental Office Emergencies

- Change course description to read: “This dental assisting program course is designed to teach students basic dental medical emergencies. Special emphasis will be placed on etiology, signs, treatment, prevention of medical emergencies and will provide students with an understanding of protocols, and use of equipment for emergencies in the dental environment.”

#### DES 1801, Introduction to Clinical Procedures

- Change course description to read: “This core course introduces the dental assisting student to the basic concepts of clinical practice. Topics include the history of dentistry, dental health team members, professional organizations, medical/dental history, vital signs, operation and maintenance of dental equipment, operator/patient, four-handed techniques, oral evacuation, dental charting, cleaning of removable appliances, coronal polishing, and fluoride application techniques.”

#### DES 1801L, Introduction to Clinical Procedures Laboratory

- Change course description to read: “This core dental assisting program course is designed for the practical application of professionalism and clinical procedures. Development of introductory skills is practice in the clinical setting. Demonstration of required procedures is evaluated using preset standards.”

#### DES 1805, Dental Clinical Practice I

- Change course description to read: “This dental assisting program course is designed to introduce students to the basic theories and procedures involved in various dental specialties including restorative/cosmetic dentistry endodontic, periodontics, pediatric dentistry, oral surgery, orthodontics, and fixed and removable prosthodontics.”

#### DES 1805L, Dental Clinical Practice I Laboratory

- Change course description to read: “This dental assisting program course is designed to give the student closely supervised instruction and clinical experience involving patients and a dentist performing all functions required of a general dentistry chair-side assistant and specialty dental. The student will have additional responsibilities in the area of radiography, sterilization, patient management, expanded functions, and preventive oral hygiene care. Seminar Discussions will be conducted for students to share clinical experiences.”

#### DES 1832, Expanded Functions

- Change course description to read: “This dental assisting program course is designed to provide students with basic knowledge and clinical practice necessary for the dental assistant to perform the expanded functions permitted by the rules and regulations of the Florida state board of dentistry. This course also includes instruction on the history of orthodontics, malocclusion, orthodontic vocabulary, photographs, bracket slot, wires, tooth movement, and all phases of bonding, wires, headgear, and retainer finishing.”

#### DES 1832L, Expanded Functions Laboratory

- Change course description to read: “This dental assisting program course is designed to provide basic knowledge and clinical practice necessary for the dental assistant to perform the expanded functions permitted by the rules and regulations of the Florida state board of dentistry. This lab course will also allow the dental assisting student to practice the state of Florida’s orthodontics expanded functions.”

#### DES 1840, Preventive Dental Health



- Change course description to read: “Dental assisting program students are introduced to the philosophy and principle of preventive dentistry. Emphasis is on the dental auxiliary’s role in patient’s education and care. Topics include development of plaque and calculus, development of carious lesions, plaque control techniques for the patient, fluorides, tooth stains. Plaque indices, patient education and motivation, caries activity testing, and smoking cessation.”

DES 1855L, Dental Clinic Practicum

- Change course description to read: “This dental assisting program course will provide the student the opportunity to continue application and practice of all general chair-side and specialty dental assisting functions. The student will participate in supervised internships in private dental offices and special clinical settings. The student will continue building skills as a general dentistry chair-side assistant. Through observation and chair-side, the student will also be doing some dental specialty procedures.”

DES 1932, Dental Assisting Seminar

- Change course description to read: “This dental assisting program course is designed to provide students with preparation for the Dental Assisting National Board Exam and to provide the student with an understanding of ethics, jurisprudence, and risk managements as related to dentistry. In addition, seminar discussions will be conducted to share clinical experiences with students and faculty.”

DES 2101, Dental Materials

- Change course description to read: “This dental assisting program course provides the student with the theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry.”

DES 2101L, Dental Materials Laboratory

- Change course description to read: “This dental assisting program course provides the student basic knowledge and laboratory practice necessary for the proper manipulation of dental materials commonly employed in dentistry.”

**Course Deletions**

**Effective FA/24**

DEA 0130, DEA 0134, DEA 0800, DEA 0800L, DEA 0801L, DEA 0931, DEA 0931L, DES 0021, DES 0021L, DES 0053, DES 0053L, DES 0103, DES 0103L, DES 0205, DES 0205L, DES 0300, DES 0400, DES 0500, DES 0501, DES 0804, DES 0804L, DES 0830, DES 0830L, DES 0844, and DES 0936

**Program Deletions**

**Effective SP/25**

Business Administration: Entrepreneurship AS  
 Business Development and Entrepreneurship CCC  
 Medical Office Specialist CCC  
 Records Management CCC  
 Records Management Specialist CCC

**Effective FA/24**

Dental Assisting PSAV

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

**Agenda Number: 6.02**

**BACKGROUND AND PERTINENT FACTS:**

Hillsborough Community College (HCC) and Associated Builders and Contractors (ABC), Florida Gulf Coast Chapter, to better serve the educational needs of apprenticeship students, have entered into a one-year Apprenticeship Training Program Agreement for the period of August 1, 2024 – July 31, 2025

This Agreement will provide funding to Associated Builders and Contractors for program coordinators, instructor salaries, classroom instruction, educational materials and supplies, equipment, administrative costs, and travel expenses to attend professional meetings and conferences.

Hillsborough Community College will compensate ABC in the amount of \$1,650 per apprentice up to a maximum of three hundred students or \$495,000 annually.

Additionally, Hillsborough Community College will compensate ABC up to \$1,000 in performance funding for each eligible fundable industry certification on the Postsecondary CAPE list earned by an enrolled student during fiscal year 2024-2025 and approved by the Florida Department Education. The Florida Career and Professional Education (CAPE) Act was created by the Legislature to establish partnerships between businesses and schools and provide performance funding for Florida College System students who earn a high value industry certification.

**ECONOMIC IMPACT:**

The Agreement with ABC is budgeted for fiscal year 2024-2025.

**OBJECTIVE:**

To obtain approval of an Apprenticeship Training Program Agreement between Hillsborough Community College and Associated Builders and Contractors for a one-year term beginning on August 1, 2024, and ending July 31, 2025.

**LEGAL AUTHORITY:**

FS1001.64; 1001.65, SBE 6A-14.0261

**RECOMMENDATION:**

The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and Associated Builders and Contractors for a one-year term beginning on August 1, 2024, and ending July 31, 2025.

**Initiator**

John Meeks, AVP PSAV & Apprenticeship Programs

**Date**

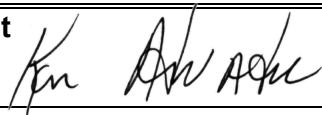
6/4/23

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

Richard Senker, VP Academic Affairs

**Date**

**District President**



**Date**

6/18/24

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

**Agenda Number: 6.03**

**BACKGROUND AND PERTINENT FACTS:**

Hillsborough Community College (HCC) and Independent Electrical Contractors (IEC), Florida West Coast Chapter, to better serve the educational needs of apprenticeship students, have entered into a one-year Apprenticeship Training Program Agreement for the period of August 1, 2024 – July 31, 2025.

This Agreement will provide funding to Independent Electrical Contractors for program coordinators, instructor salaries, classroom instruction, educational materials and supplies, equipment, administrative costs and travel expenses to attend professional meetings and conferences.

Hillsborough Community College will compensate IEC in the amount of \$1,500 per apprentice up to a maximum of two hundred students or \$300,000 annually.

Additionally, Hillsborough Community College will compensate IEC up to \$1,000 in performance funding for each eligible fundable industry certification on the Postsecondary CAPE list earned by an enrolled student during fiscal year 2024-2025 and approved by the Florida Department of Education. The Florida Career and Professional Education (CAPE) Act was created by the Legislature to establish partnerships between businesses and schools and provide performance funding for Florida College System students who earn a high value industry certification.

**ECONOMIC IMPACT:**

The Agreement with IEC is budgeted for fiscal year 2024-2025.


**OBJECTIVE:**

To obtain approval of an Apprenticeship Training Program Agreement between Hillsborough Community College and Independent Electrical Contractors for a one-year term beginning on August 1, 2024, and ending July 31, 2025.

**LEGAL AUTHORITY:** FS1001.64; 1001.65

**RECOMMENDATION:**

The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and Independent Electrical Contractors for a one-year term beginning on August 1, 2024, and ending July 31, 2025.

<b>Initiator</b> John Meeks, AVP PSAV & Apprenticeship Programs	<b>Date</b> 6/4/24
<b>Vice President/Campus President/Director of Human Resources</b> Richard Senker, VP Academic Affairs	<b>Date</b>
<b>District President</b> 	<b>Date</b> 6/18/24

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

**Agenda Number: 6.04**

**BACKGROUND AND PERTINENT FACTS:**

Hillsborough Community College (HCC) and United Association Local Union 821, to better serve the educational needs of apprenticeship students; have entered into a one-year Apprenticeship Training Program Agreement for the period of July 1, 2024 – June 30, 2025.

This Agreement will provide funding to Local Union 821 for program coordinators, instructor salaries, classroom instruction, educational materials and supplies, equipment, administrative costs, and travel expenses to attend professional meetings and conferences.

Hillsborough Community College will compensate Local Union 821 in the amount of \$1,431 per apprentice, up to a maximum of twenty-two students or \$31,482 annually. HCC will also provide \$4,000 in funding for adjunct instructor salaries.

Additionally, Hillsborough Community College will compensate Local Union 821 up to \$1,000 in performance funding for each eligible fundable industry certification on the Postsecondary CAPE list earned by an enrolled student during fiscal year 2024-2025 and approved by the Florida Department of Education. The Florida Career and Professional Education (CAPE) Act was created by the Legislature to establish partnerships between businesses and schools and provide performance funding for Florida College System students who earn a high value industry certification.

**ECONOMIC IMPACT:**

The Agreement with Local Union 821 is budgeted for fiscal year 2024-2025.


**OBJECTIVE:**

To obtain approval of an Apprenticeship Training Program Agreement between Hillsborough Community College and United Association Local Union 821 for a one-year term beginning on July 1, 2024, and ending June 30, 2025.

**LEGAL AUTHORITY:** FS1001.64; 1001.65

**RECOMMENDATION:**

The President recommends approval of the Apprenticeship Training Program Agreement between Hillsborough Community College and United Association Local Union 821 for a one-year term beginning on July 1, 2024, and ending June 30, 2025.

<b>Initiator</b> John Meeks, AVP PSAV & Apprenticeship Programs	<b>Date</b> 6/4/24
<b>Vice President/Campus President/Director of Human Resources</b> Richard Senker, VP Academic Affairs	<b>Date</b>
<b>District President</b> 	<b>Date</b> 6/18/24

## **Section 7**

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

**Agenda Number: 7.01**

**BACKGROUND AND PERTINENT FACTS:**

Hillsborough Community College’s Student Trustee shall be a direct link to student communication with the Board and provide guidance for the college president and the District Board of Trustees from a student perspective. The student trustee serves as a non-voting ex-officio member of the Board and participates in community and college events as requested by the Board of Trustees. The Student Trustee will receive enhanced leadership training and mentoring as a member of the District Board of Trustees. The student trustee’s role is a commitment of one academic year. The student trustee is expected to attend all meetings of the Board pursuant to the Florida “Sunshine Law.”

**Student Trustee Responsibilities:**

- Serve as the student representative on the HCC District Board of Trustees and provide input from a student perspective.
- Represents the student body at District Board of Trustees meetings, college and community events as available.
- Have an opportunity to meet with key community and state leaders.
- Participate in required new District Board of Trustees orientations.
- Participate in community and college events as requested by the Board (schedule permitting).
- Maintain a 2.5 cumulative GPA during tenure on the Board.
- Enroll and maintain at least half-time or more credits per semester during tenure as SGA President.
- Remain as a student in good standing without college or external disciplinary violations.

**Selection Process**

After the campus SGA elections, the campus SGA presidents will select the student trustee from among them. Campus representation will rotate annually, ensuring that no campus SGA president serves more than one year in a row. If a selected SGA president is unable to serve, the SGA Executive Team will appoint a member to serve on their behalf. The Student Activities Coordinators will then recommend the student trustee to the Vice President of Student Service & Enrollment Management.

**ECONOMIC IMPACT:**

None except for possible Board travel expenses.

**OBJECTIVE:**


To obtain approval of a Student Trustee.

**LEGAL AUTHORITY:**

F.S. 1001.64, F.S. 1001.65

**RECOMMENDATION:**

The President recommends approval of Ms. Lauren Gay to serve on the District Board of Trustees for the 2024-2025 academic year as a Student Trustee.

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Director of Human Resources</b> Kenneth Ray, Jr.	<b>Date</b> 6/11/2024
<b>District President</b> 	<b>Date</b> 6/18/24

## **Section 8**

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

**Agenda Number: 8.01**

**BACKGROUND AND PERTINENT FACTS:**

In August of 2019, the District Board of Trustees authorized Trane as the College’s single source building automation and Heating, Ventilation and Air Conditioning (HVAC) system in all new construction, remodeling, and renovation projects. The initial term was for five (5) years with the option to extend beyond the initial term for an additional five (5) years. The College has negotiated the multipliers, the discount off the published Trane list price, that had been in place for 15 years resulting in decreased rates. These new rates are below the Omnia/US Communities multipliers used by government agencies to piggyback off without the need to go out to bid.

Product	Code			Omnia	HCC - Current	Proposed NEW
CSAA	T-050	Performance CLCH STD Delivery Cycle	1500-60k cfm	0.43	0.43	0.43
VAV	T-073	VCCF/VCWF/VCEF STD Delivery Cycle		0.39	0.41	0.39
Chiller	T-347	CVHE STD Delivery Cycle	170-500 Tons	0.43	0.41	0.41
Light Commercial RTU	T-390	T_C (R-410A 3-PH) STD Delivery Cycle	3-10 Tons	0.3999	0.41	0.39
Large Commercial RTU	T-383	S_HF (R410A, 3PH) STD Delivery Cycle	20-75 Tons	0.42	0.41	0.41
Air Cooled Screw	T-1254	RTAF STD Delivery Cycle.	115 - 500 Tons	0.43	0.41	0.41
Water Cooled Screw	T-703	RTWD STD Delivery Cycle	80-250	0.4092	0.42	0.40
BAS	T-1009	Tracer SC		0.6229	0.358	0.358
Non-Trane				37.90%	25%	25%

1. Cost+ – Per pricing agreement, Trane has a 20% mark up and Non-Trane has a 25% mark up. Please see Omnia markup rate 37.9%.
2. Service Rates – CPI rate -CPI-U; South Region) Please see HCC Rates vs Omnia Rates

Omnia Rates: 1/1/24 - 12/31/24	HCC Rates 7/2024-6/2025
LG COMM REG: \$181.62	LG COMM REG: \$143.00
LG COMM OT: \$272.43	LG COMM OT: \$215.00
BAS REG: \$203.42	BAS REG: \$151.00
BAS OT: 305.13	BAS OT: \$227.00

**ECONOMIC IMPACT:**

None.

**OBJECTIVE:**

To obtain Board approval for authorizing Trane as the College’s single source building automation and Heating, Ventilation and Air Conditioning (HVAC) system in all new construction, remodeling, and renovation projects, for a term of 5 years.


**LEGAL AUTHORITY:**

FS 255.04, SBE 6A-14.0734



**RECOMMENDATION:**

The President recommends that the Board approve the authorizing Trane as the College's single source building automation and Heating, Ventilation and Air Conditioning (HVAC) system in all new construction, remodeling, and renovation projects, for a term of 5 years.

<b>Initiator</b> Ben Marshall, Director of Facilities Planning & Construction	<b>Date</b> June 3, 2024
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 6/18/24

1-0-024(2/04)



WE MAKE BUILDINGS WORK BETTER FOR LIFE.™



Trane U.S. Inc. 902 N Himes Ave Tampa FL, 33609 Phone: 813-877-8251 Service Contact: 813-877-8252

July 1, 2024

Hillsborough Community College 4115 North Lois Ave. Tampa , FL 33614-7824

Attention: Ben Marshall

Subject: Continuation of Trane Account Agreement between Trane and Hillsborough Community College

The account agreement between Trane and HCC that was approved by the Board of Trustees on August 19, 2019, expires August 18, 2024. Per the agreement, the initial agreement may be extended by written approval beyond the initial term as provided in the proposal for five (5) years. To assure that there will be no interruption of service and equipment benefits to Hillsborough Community College the agreement will be extended through August 29, 2029. If there is any reason why this Agreement should not be extended through this period, please notify Trane in writing 15 days prior to the renewal date indicated above. If so notified, Trane can continue at your discretion to provide services beyond the renewal date at the sole source pricing levels and multipliers.

Scope of Service

The Scope of Service for the new agreement period will remain the same as delivered in the current period.

Terms & Conditions

The Terms & Conditions shall remain unchanged from those executed in the original agreement and shall be extended for this renewal period.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,

Jessica York

TRANE ACCEPTANCE

CUSTOMER ACCEPTANCE

Jim Ptasznik

\_\_\_\_\_

Authorized Representative

Authorized Representative

Jim Ptasznik

\_\_\_\_\_

Printed Name

Printed Name

Service Sales Leader

\_\_\_\_\_

Title

Title

Product	Code			Omnia	HCC - Current	Proposed NEW
CSAA	T-050	Performance CLCH STD Delivery Cycle	1500-60k cfm	0.43	0.43	0.43
VAV	T-073	VCCF/VCWF/VCEF STD Delivery Cycle		0.39	0.41	0.39
Chiller	T-347	CVHE STD Delivery Cycle	170-500 Tons	0.43	0.41	0.41
Light Commercial RTU	T-390	T_C (R-410A 3-PH) STD Delivery Cycle	3-10 Tons	0.3999	0.41	0.39
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Air Cooled Screw	T-1254	RTAF STD Delivery Cycle.	115 - 500 Tons	0.43	0.41	0.41
Water Cooled Screw	T-703	RTWD STD Delivery Cycle	80-250	0.4092	0.42	0.4
BAS	T-1009	Tracer SC		0.6229	0.358	0.358
Non-Trane				37.90%	25%	25%

1. Cost+ – Per pricing agreement, Trane has a 20% mark up and Non-Trane has a 25% mark up. Please see Omnia markup rate 37.9%.
2. Service Rates – CPI rate -CPI-U; South Region. Please see HCC Rates vs Omnia Rates.

Omnia Rates: 1/1/24 - 12/31/24	HCC Rates 7/2024 - 6/2025
LG COMM REG: \$181.62	LG COMM REG: \$143.00
LG COMM OT: \$272.43	LG COMM OT: \$215.00
BAS REG: \$203.42	BAS REG: \$151.00
BAS OT: 305.13	BAS OT: \$227.00

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

**Agenda Number: 8.02**

**BACKGROUND AND PERTINENT FACTS:**

The State of Florida, Division of Emergency Management, Tallahassee, (The Division), has requested the Hillsborough Community College (HCC), Board of Trustees, to adopt the new Statewide Mutual Aid Agreement (SMAA). The Hillsborough County, Office of Emergency Management, (Participating Party), was copied to this request as the local governing authority.

HCC's participation in this SMAA is voluntary.

This SMAA will supersede all previous iterations.

The purpose of the SMAA is pro-active preparation and interoperability in the event of an emergency or disaster that requires deployment of additional resources, including personnel and equipment, to other colleges around the state.

HCC is also eligible to receive the same deployment support if the emergency or disaster affects the HCC community.

**ECONOMIC IMPACT:**

HCC will be reimbursed for its deployment expenses by the State due to a Governor declared State of Emergency event.

**OBJECTIVE:**


Obtain adoption of the SMAA by the Board of Trustees to provide confirmation to the State of Florida, Division of Emergency Management, and the Hillsborough County, Office of Emergency Management, that HCC will participate in requested emergency response efforts during an emergency or disaster incident.

**LEGAL AUTHORITY:**

F.S. 252.40

**RECOMMENDATION:**

The President recommends Board approval of the SMAA to support the emergency response capabilities of the State of Florida, Division of Emergency Management, and the Hillsborough County, Office of Emergency Management.

<b>Initiator</b> C. Craig Samtmann, MS, CPP, Director of Public Safety	<b>Date</b> June 26, 2024
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 6/18/24

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

**Agenda Number: 8.03**

**BACKGROUND AND PERTINENT FACTS:**

On May 10, 2024, the College advertised Request for Bids # 2913-24 for qualified, State Certified General Contractors to furnish all labor and materials and the performance of all work necessary or incidental to the parking lot improvements and a roundabout addition at the College's Dale Mabry Campus. The College received three (3) responses which were officially opened and read on June 3, 2024.

<u>FIRM</u>	<u>LOCATION</u>	<u>TOTAL PRICE</u>
<b>The Kearney Companies, LLC</b>	<b>Riverview, Florida</b>	<b>\$2,876,543</b>
Burgess Civil, LLC	Tampa, Florida	\$3,232,323
Ajax Paving Industries of Florida, LLC	North Venice, Florida	\$3,253,720

The bids were reviewed by the Director of Facilities, Planning and Construction, and Stantec Consulting Services, Inc., the College's architect/engineer for the project. They recommend award to **The Kearney Companies, LLC of Riverview, Florida**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$2,876.543**.

**ECONOMIC IMPACT:**

Funds will be provided from the State of Florida Deferred Maintenance Fund.

**OBJECTIVE:**

To furnish all labor, materials, and the performance of all work necessary or incidental to the parking lot improvements & a roundabout addition at the College's Dale Mabry Campus.

**LEGAL AUTHORITY:**

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

**RECOMMENDATION:**

The President recommends award of Request for Bid # 2913-24 to furnish all labor, materials, and the performance of all work necessary or incidental to the parking lot improvements and roundabout addition at the College's Dale Mabry Campus to **The Kearney Companies, LLC of Riverview, Florida**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$2,876,543** for the base bid and both alternates.

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Executive Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 6/18/24

1-0-024(2/04)

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

**Agenda Number: 8.04**

**BACKGROUND AND PERTINENT FACTS:**

The following contractors hold Board-approved continuing contracts to provide construction management services Collegewide for construction projects in which construction costs do not exceed four million dollars (\$4,000,000) which was the state threshold for continuing service contracts at the time of award. These projects primarily consist of renovations, remodeling, and/or retrofitting of mechanical/electrical equipment and/or systems in existing facilities as well as new construction, if desired by the College. The contract term began February 28, 2024, for a one (1) year period with the option to renew for up to four (4) additional one-year periods. The threshold under Section 287.055(2)(g), Florida Statutes, will increase on July 1, 2024 to seven and a half million dollars (\$7,500,000).

<b>FIRM</b>	<b>LOCATION</b>
Barr & Barr, Inc.	Tampa, Florida
Charles Perry Partners, Inc	Tampa, Florida
Foresight Construction Group, Inc	Tampa, Florida
Horus Construction Services, Inc	Tampa, Florida
Williams Company Tampa	Tampa, Florida

**ECONOMIC IMPACT:**

Projects will be budgeted in advance and funded by annual general renovation Public Education Capital Outlay (PECO) appropriations, Capital Outlay & Debt Service (CO&DS) appropriations, capital improvement fees (CIF), general operating funds and other funds as appropriate.

**OBJECTIVE:**


To increase the College’s threshold and maximum award amount for projects under continuing contracts for construction management services to seven and a half million dollars (\$7,500,000).

**LEGAL AUTHORITY:**

F.S. 1001.64 -1001.65, FS 287.055, HCC 6HX-10-6.08, SBE 6A-14.0734, FS 1013.45, FS 1001.02

**RECOMMENDATION:**

The President recommends that the continuing contracts with **Barr & Barr, Inc.; Charles Perry Partners, Inc.; Foresight Construction Group, Inc.; Horus Construction Services, Inc.; and Williams Company Tampa** be amended to increase the maximum amount of award per project to seven and a half million dollars (\$7,500,000).

<b>Initiator</b>	<b>Date</b>
<b>Vice President/Campus President/Executive Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 6/18/24

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

**Agenda Number: 8.05**

**BACKGROUND AND PERTINENT FACTS:**

Pursuant to Florida Administrative code and Florida Statutes, the Board must approve a budget of income and expenditures for the next fiscal year. The Fiscal Year 2024-2025 budget being submitted includes those items reviewed at the June 26, 2024, Board of Trustees Budget Workshop. Following approval, the operating budget will be transmitted to the State Department of Education (SDOE) for review and approval. The Board approved budget must be transmitted to the SDOE prior to June 30, 2024.

**ECONOMIC IMPACT:**

Proposed Operating Budget – Current Unrestricted Fund (Fund 1) estimated revenue and expenditures of \$161,304,522. Capital Projects/Unexpended Plant Fund (Fund 7) estimated total funds available of \$63,382,063.

**OBJECTIVE:**

Approval of the Operating Budgets for the Current Unrestricted Fund and the Capital Projects/Unexpended Plant Fund for Fiscal Year 2024-2025.

**LEGAL AUTHORITY:**

FSBE Rule 6A-14.0716, FS 1011.30; 1001.64; 1001.65

**RECOMMENDATION:**

The President recommends the 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 2024-2025 (attached).

**Initiator**

**Date**

06/13/24

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

**Date**

**District President**



**Date**

6/18/24

1-0-024(2/04)

HILLSBOROUGH COMMUNITY COLLEGE  
CAPITAL PROJECTS  
UNEXPENDED PLANT FUND BUDGET  
FY 2024-2025

	Total Funds	State Funds	CO & DS Funds	CIF	Local Funds
<b>Estimated Funds Available</b>					
Estimated Balance Forward 07/01/24	\$ 36,478,614	\$ 70,985	\$ 1,808,074	\$ 10,954,295	\$ 23,645,260
Budgeted Revenue 2024-25	26,903,449	21,594,817	455,000	4,500,000	353,632
<b>Total Funds Available 2024-25</b>	<b>\$ 63,382,063</b>	<b>\$ 21,665,802</b>	<b>\$ 2,263,074</b>	<b>\$ 15,454,295</b>	<b>\$ 23,998,892</b>

**Funds Budgeted by Project**

Capital Improvement Fees	15,454,295			15,454,295	
Energy Saving Initiative	183,646				183,646
Asbestos Settlement	8,371				8,371
Capital Outlay DOE Motor Vehicle Fund	2,263,074		2,263,074		
College-wide Maint., Renov., Repairs & Safety	70,985	70,985			
College-wide-Gen Ren/Rem					
Deferred Maintenance	15,925,366				15,925,366
College-Wide Deferred Maintenance (State Funded)	14,289,246	14,289,246			
Renovation of Technology Building (Dale Mabry Campus)	7,305,571	7,305,571			
New District Bldg	509,564				509,564
New ERP System	4,050,862				4,050,862
Ybor Land Sale & Lease/ Campus Improvement	321,083				321,083
Technology Refresh Program (Restricted Fund)	3,000,000				3,000,000
<b>Total Budget</b>	<b>\$ 63,382,063</b>	<b>\$ 21,665,802</b>	<b>\$ 2,263,074</b>	<b>\$ 15,454,295</b>	<b>\$ 23,998,892</b>

**Budgeted Expenditures**

**Projects Under Construction:**

College-wide Maint., Renov., Repairs & Safety	70,985	70,985			
College-wide-Gen Ren/Rem					
Energy Saving Initiative	183,646				183,646
Asbestos Settlement	8,371				8,371
New District Building	509,564				509,564
New ERP System	4,050,862				4,050,862
College-Wide Deferred Maintenance (State Funded)	14,289,246	14,289,246			
Ybor Land Sale & Lease/ Campus Improvement	321,083				321,083

**Planned Projects:**

Enhance Educational Facilities	15,454,295			15,454,295	
Capital Outlay and Debt Serv (CO&DS) approved PPL	2,263,074		2,263,074		
Deferred Maintenance Projects	15,925,366				15,925,366
Renovation of Technology Building (Dale Mabry Campus)	7,305,571	7,305,571			
Technology Refresh Program (Restricted Fund)	3,000,000				3,000,000
<b>Total Budgeted Expenditures</b>	<b>\$ 63,382,063</b>	<b>\$ 21,665,802</b>	<b>\$ 2,263,074</b>	<b>\$ 15,454,295</b>	<b>\$ 23,998,892</b>
<b>Total Accounted For</b>	<b>\$ 63,382,063</b>	<b>\$ 21,665,802</b>	<b>\$ 2,263,074</b>	<b>\$ 15,454,295</b>	<b>\$ 23,998,892</b>



**EXHIBIT A  
THE FLORIDA COLLEGE SYSTEM  
COLLEGE OPERATING BUDGET  
ANNUAL BUDGET SUMMARY  
FISCAL YEAR 2024-25**

**COLLEGE:** Hillsborough Community College

	<u>CURRENT FUNDS - UNRESTRICTED</u>
<b>BEGINNING FUND BALANCE - JULY 1, 2024:</b>	
ESTIMATED AFR FUND BALANCE - <b>JUNE 30, 2024 (IF DEBIT BALANCE USE "MINUS SIGN" )</b>	<b>-\$14,190,661</b>
ADD AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (USE PLUS SIGN )	<b>50,213,227</b>
TOTAL RESERVE AND UNENCUMBERED FUND BALANCE - <b>JULY 1, 2024</b>	<u>\$36,022,566</u>
ADD: REVENUES	\$161,104,522
TRANSFERS IN	<u>\$200,000</u>
TOTAL RECEIPTS	<u>\$161,304,522</u>
<b>TOTAL ESTIMATED AVAILABLE</b>	<u>\$197,327,088</u>
DEDUCT: EXPENDITURES	\$161,004,522
TRANSFERS OUT	<u>\$300,000</u>
<b>TOTAL DISBURSEMENTS</b>	<u>\$161,304,522</u>
<b>ESTIMATED FUND BALANCE - JUNE 30, 2024:</b>	
TOTAL AVAILABLE LESS DISBURSEMENTS	\$36,022,566
ADD ACCRUED LEAVE EXPENSE (GLC 59300)	<u>\$0</u>
TOTAL ESTIMATED RESERVE AND UNENCUMBERED FUND BALANCE - <b>JUNE 30, 2025</b>	\$36,022,566
LESS ESTIMATED AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS (GLC 30800) - <b>JUNE 30, 2025</b>	<u>\$50,213,227</u>
<b>TOTAL ESTIMATED FUND BALANCE - JUNE 30, 2025</b>	<u>(\$14,190,661)</u>
ESTIMATED UNENCUMBERED FUND BALANCE - <b>JUNE 30, 2025</b>	<u>\$33,522,567</u>
(Includes GL's: 30200, 30300, 30400, 30500, 30600, 30700, 30900, and 31100)	
<b>PERCENT OF ESTIMATED UNENCUMBERED FUND BALANCE AS OF JUNE 30, 2025, TO ESTIMATED FUNDS AVAILABLE</b>	<u><b>16.99%</b></u>
<b>CERTIFY BOARD OF TRUSTEES APPROVAL:</b>	

\_\_\_\_\_  
COLLEGE PRESIDENT

\_\_\_\_\_  
DATE

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

**Agenda Number: 8.06**

Accounts Receivable Write-Off as of June 2024

The College annually presents accounts to be written off as uncollectible. The college initiates collection efforts on all receivables and, when unsuccessful, assigns accounts with balances greater than \$25 to a collection agency. This collection process spans approximately two years. After two years, the account is considered uncollectible. This year's write-off of accounts receivable that are deemed to be uncollectible cover the period ending June 30, 2022, and prior. The total amount of student, sponsor and ICCE accounts is \$810,385 or 1.45% of FY 2024 tuition and student fees.


The write-off of these amounts is required by both Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) for accurate reporting on the college's June 30, 2024, Annual Financial Report which must be filed prior to August 15, 2024. Any account that has been written off remains in the Accounts Receivable System as a hold to prevent future registrations, the release of transcripts or release of grades until the amount owed to the College is paid.

	Current Year Write-off			Prior Year Write-off		
	June 30, 2024			June 30, 2023		
	#	\$	Avg.	#	\$	Avg.
Student Receivables	366	\$84,861	\$232	155	\$84,424	\$545
Bad Checks	66	\$3,139	\$48	34	\$2,609	\$77
Sponsor Receivables	11	\$656,122	\$59,647	n/a	n/a	n/a
<b>Total</b>	<b>443</b>	<b>\$744,122</b>	<b>\$1,680</b>	<b>189</b>	<b>\$87,033</b>	<b>\$461</b>

	June 30, 2024			June 30, 2023		
	#	\$	Avg.	#	\$	Avg.
ICCE/CJD/CDL/CVD Student Receivables	87	\$64,141	\$737	101	\$37,423	\$371
ICCE Sponsor Receivables	1	\$2,122	\$2,122	2	\$4,299	\$2,150
<b>Total</b>	<b>88</b>	<b>\$66,263</b>	<b>\$753</b>	<b>103</b>	<b>\$41,722</b>	<b>\$405</b>
<b>Grand Total</b>	<b>531</b>	<b>\$810,385</b>	<b>\$1,526</b>	<b>292</b>	<b>\$128,755</b>	<b>\$441</b>

**LEGAL AUTHORITY:**

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

<b>Initiator</b> Michele Menendez	<b>Date:</b> June 11, 2024
<b>Vice President/Campus President/Director of Human Resources</b>	<b>Date</b>
<b>District President</b> 	<b>Date</b> 6/18/24

Accounts Receivable Write-off as of June 2024

**ACCOUNTS RECEIVABLE WRITE-OFF AS OF JUNE 2024 [AGENDA ITEM 8.06]**

The College annually presents for Board approval accounts to be written off as uncollectible. This year's write-off of accounts receivable that are deemed to be uncollectible cover the period ending June 30, 2022, and prior. The write-off of these amounts is required by both Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) for accurate reporting on the college's June 30, 2024, Annual Financial Report which must be filed prior to August 15, 2024.

Prior to requesting approval to write-off these amounts, the college initiates collection efforts on all receivables and, when unsuccessful, assigns accounts with balances greater than \$25 to a collection agency. This collection process spans approximately two years. After two years, the account is considered uncollectible. Any account that has been written off remains in the Accounts Receivable System as a hold to prevent future registrations, the release of transcripts or release of grades until the amount owed to the College is paid.

Approximately 14% of the write-offs are comprised of students who were awarded financial aid (which represents .016% of financial aid granted for FY 2024 as compared to .11% for FY 2023). Accounts become delinquent and are written-off because of student failure to repay balances created after a financial aid award reduction or cancellation. Some of the factors that would cause a student to become ineligible for part, or all their financial aid include students who received financial aid but failed to attend classes; students who receive all F grades during a term; students who dropped their enrollment to less than half time during the semester.

The remaining student receivable write-off amount, represents students not awarded financial aid, sponsored by third parties and various other reasons. The majority, 92%, equal to \$603,271. of the write-off for sponsor accounts is attributed to the fraudulent activities discovered in 2019; the theft was offset by insurance coverage; payment of the claim was received in 2023.

The distribution of the total write-off amount is as follows:

	Current Year Write-off			Prior Year Write-off		
	June 30, 2024			June 30, 2023		
	#	\$	Avg.	#	\$	Avg.
Student Receivables	366	\$84,861	\$232	155	\$84,424	\$545
Bad Checks	66	\$3,139	\$48	34	\$2,609	\$77
Sponsor Receivables	11	\$656,122	\$59,647	0	0	0
Total	443	\$744,122	\$1,680	189	\$87,033	\$461

**WRITE-OFF HISTORY FOR STUDENT RECEIVABLES**

Year	Dollar Amount	% of Current Year Student Fees
FY 2024	\$ 88,000	0.15%
FY 2023	\$ 87,033	0.15%
FY 2022	\$1,654,191	3.1%

The college has been able to utilize funds from the Higher Education Emergency Relief Fund II (HEERF II) authorized by the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) to clear certain debts incurred on or after March 13, 2020. All the debts included in the Student Receivables write off amount listed above were incurred prior to the effective date of this legislation.

Financial Services continues to enhance its reporting capabilities allowing for greater visibility and pro-active measures to improve the billing and collections processes. Additional improvements such as targeted communications and call campaigns are being utilized by the department. Additionally, a re-work of the de-registration process was reviewed and tested in conjunction with the OIT, Financial Aid, Finance, and Admissions departments in 2022. The College continues to monitor processes for student and sponsor receivables to ensure that holds on student accounts

are processed timely and that all collection efforts are documented, and both student and sponsor accounts are monitored, and managed per the College's policy and those recommended by Deloitte and Touche, LLP.

The distribution of the total write-off amount for The Institute for Corporate and Continuing Education (ICCE) is as follows:

	June 30, 2024			June 30, 2022		
	#	\$	Avg.	#	\$	Avg.
ICCE/CJD/CDL/CVD Student Receivables	87	\$64,141	\$737	101	\$37,423	\$371
ICCE Sponsor Receivables	1	\$2,122	\$2,122	2	\$4,299	\$2,150
Total	88	\$66,263	\$753	103	\$41,722	\$405

WRITE-OFF HISTORY FOR THE INSTITUTE FOR CORPORATE CONTINUING EDUCATION (ICCE)

<u>Year</u>	<u>Dollar Amount</u>
FY2024	\$ 66,263
FY 2023	\$ 41,722
FY 2022	\$275,737

ICCE's continued efforts to reduce the level of our receivables has proven successful. Except for a few vouchers that have gone unpaid, most of the aging in the current write-off are due to account corrections, i.e., discounts not being applied or being applied incorrectly, tuition vouchers for incorrect tuition rates, or funds being applied to another area of the college.