



HCC

**DISTRICT BOARD OF TRUSTEES
BOARD MEETING**

DECEMBER 4, 2024

4:00 PM

LOCATION:

**HILLSBOROUGH COMMUNITY COLLEGE
YBOR CITY CAMPUS
2112 NORTH 15TH STREET
TAMPA, FL 33605**

HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
DECEMBER 4, 2024
YBOR CITY CAMPUS, YBOR ROOM
2112 NORTH 15TH STREET
TAMPA, FL 33605

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	1.04 Roll Call	
	1.05 Welcome to Guests and Staff Members – Dr. Larissa Baía, Campus President.	
	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. ”	
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Section 1

**HILLSBOROUGH COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD MEETING
WEDNESDAY, OCTOBER 25, 2024 – 4:00 P.M.
DALE MABRY CAMPUS
4001 WEST TAMPA BAY BLVD.
TAMPA, FL 33614
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
- Lauren Gay

1.05 Welcome to Guests, Staff and Faculty

Dr. Paige Neihaus welcomed the Board to Dale Mabry Campus. She introduced her Campus Leadership in attendance to the Board and thanked them for all their hard work. She introduced Chef Fred Jaeger, Program manager for the Culinary, Restaurant & Hospitality Departments. He shared a presentation from the Culinary Arts Study Abroad trip to Italy.

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 \$1.34M (July-September) down 53% compared to last year (\$2.77M).

1.06.02 Highlights:

- Linking Industry to Nursing Education (LINE Grant) total raised \$200,000.
- Final Report from Operations Consultant
- New Director of Development Tony Sloan

1.06.03 Events:

- Fishing Tournament, May 23, 2025
- HCC Golf Classic, November 25, 2024, Tampa Palms Golf & Country Club, 7:30am to 3:30pm.
- BBCB, March 5-8, 2025, Tampa Bay Convention Center

1.07 Faculty, Staff and Student Recognitions

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

- 1.07.01 HCC was approved for two Equipment Upgrade and Modernizations Grants, funded by Perkins V. A \$96,770 grant will go to support programs at the Ybor City Campus Workforce Center and another \$229,000 will support A.S. programs on the Brandon campus.
 - 1.07.02 **Cheyenne Olson**, SouthShore SGA coordinator presented on effective event attendance at the South Region for the Association of the Promotion of Campus Activities conference.
 - 1.07.03 **Dr. Jennifer China**, SouthShore Campus President received the 2024 Distinguished Community Leader Award at the Girls of the World 15th Anniversary Gala.
 - 1.07.04 **Diann Smothers**, District Library Technical Services (DLTS) Manager co-authored Person-Centered Management in Academic Libraries. This book offers a previously unexplored way for academic library managers to frame their work, by interweaving theory, practice, and reflection to investigate the ways in which person-centered management can close the gap between managers and other library staff.
 - 1.07.05 **Audrey Blanco**, Curriculum Coordinator, District Academic Affairs, was recently selected for the 2024 Best New Poets anthology. Audrey's work will also be published in Poetry magazine.
- 1.08 The Chair recommended adoption of the Agenda, all revisions to the Agenda and approval of all Agenda items marked "**Consent.**"
- 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.
- 1.09 The President recommended approval of the **September 25, 2024, Board Meeting Minutes.**
- Trustee Celestan 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/FA. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.
- 5.03 The President recommended acknowledgment of **employment separations**.
- 5.04 The President recommended approval of the **Memorandum of Understanding** allowing Veterans Day (November 11, 2024) to be a working day and December 17-18, 2024 to be paid holidays.

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

The President thanked the faculty and staff for working diligently to schedule the makeup days that were lost to the hurricane closures.

6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES

- 6.01 The President recommended approval of the **new courses, the course modifications, the course deletion, the new programs, the AA pathway modifications, and the program modifications to be effective FA/24**, unless otherwise noted.
- 6.02 The President recommended approval of the **Dual Enrollment Annual Articulation Agreement between Hillsborough Community College and the School Board of Hillsborough County**.

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

Mr. Senker noted that the pass rate for HCC's Dual Enrollment is 92%. Trustee Watkins asked for the equivalent pass rate for the AP students in the Public school system. (*Response memo was sent via email on 11/1/24*).

7.0 INSTITUTIONAL SERVICES

- 7.01 The President recommended adoption of the proposed **College Goals and Strategic Initiatives to guide College direction effective July 1, 2025**.

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

Trustee Watkins asked to revisit the last few economic downturns (2008 & the pandemic) & how those economic changes impacted enrollment numbers. (*Response memo was sent via email on 11/1/24*).

8.0 FINANCIAL SERVICES

- 8.01 The President recommended award of **Request for Bid #2918-25** to furnish all labor and materials necessary to provide tree work and landscape renovation services at the College's Plant City Campus to **Savatree, LLC of Tampa, Florida**, as a responsive bidder meeting all required bid specifications for a total cost of **\$656,669**.

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

- 8.02 The President recommended approval of the application for **final payment in the amount of \$67,373.12 to Williams Company Tampa** for completion to the relocation of the twelve (12) existing modular classrooms within the SouthShore Campus as reviewed and recommended by Long & Associates.

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

- 8.03 The President recommended award of **Request for Bid #2920-25** to furnish all labor, materials, and equipment necessary for an elevator addition and improvements to **Horus Construction Services, Inc. of Tampa, Florida**, as the responsive bidder meeting all required bid specifications for a **total cost of \$5,319,707** and establishment of a contingency fund in the amount of \$531,971 for a total cost not to exceed \$5,851,678.

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.

9.0 ADMINISTRATIVE REPORT

- 9.01 The President reviewed the **Board Priorities** that were sent to the Board members as supplemental materials. The President asked for Board approval of the Board Priorities as follows:

Priority 1— Engagement with Workforce Community:

- **Initiative 1:** Support implementation of a new A.S. Degree and certificates in Financial Technologies (i.e., FinTech).

Strategic Plan Alignment: College Goal #2 Talent Development, Initiative B to Develop and Implement the Associate of Science degree in Financial Technologies (i.e., FinTech) no later than 2027.

- **Initiative 2:** Support the LEAP College Access Network goal, which is 60% of the county's working-age population will hold a post-secondary credential by 2025.

Strategic Plan Alignment: College Goal #2 Talent Development, Initiative A to attain a postsecondary educational attainment rate in Hillsborough County of 60% by 2025.

Priority 2 — Adapting to a post-pandemic education model:

- **Initiative 1:** Support implementation of the Workday Student module.

Strategic Plan Alignment: College Goal #3 Continuous Improvement, Initiative C to

Complete implementation of the Workday ERP (Enterprise Resource Planning Software).

- **Initiative 2:** Support practices for HCC’s return to a post-pandemic education environment.

Strategic Plan Alignment: College Goal #2 Talent Development, Initiative E to Implement the Academic Master Plan.

Priority 3 — Promote the advancement of educational achievement for minority students:

- **Initiative 1:** Support initiatives for improved retention and completion.

Strategic Plan Alignment: College Goal #1 Student Success, Initiatives B-C to increase retention and completion.

- **Initiative 2:** Continue to support the Black, Brown and College Bound Summit.

Strategic Plan Alignment: College Goal #1 Student Success, Initiatives B-G to increase retention, completion, transfer, transfer success, licensure, and job placement.

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

9.02 The President reported on the HCC LIFE Annual Luncheon. Dr. Ken Ray stated that over one hundred Tampa Bay Churches are participating in the program to promote and support HCC in the community. The President thanked Dr. Ken Ray and his team for organizing the event.

9.03 The President reported on the hurricane impact throughout our five campuses. He thanked the entire HCC community for coming together to support our staff that were impacted through the Foundation’s relief fund.

Student Trustee Gay spoke on behalf of students asking when the Plant City Campus Library would be functional again. Mr. Greg Rose responded that it would be late December – early January.

10.0 LEGAL REPORT

10.01 General Counsel, Mr. Jonathan Squires presented the proposed amendment to the Presidents contract.

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

11.0 HEARING OF BOARD MEMBERS

11.01 Student Trustee Gay thanked Chef Fred Jaeger for taking the time to take the students to Italy.

11.02 Trustee Patel welcomed Mr. Tony Sloan to the Foundation team. Congratulated Mr. Garrett Weddle on completing the Foundation team.

11.03 Trustee Diehl commented on the recent ACCT Seattle trip. He said it was fun to see the interaction of the Student Trustees. He also commented on a few of the seminars he attended. Also wished all a Happy Thanksgiving.

11.04 Trustee Lametto thanked Dr. Neihaus for hosting the Board.

11.05 Trustee Watkins thanked Dr. Niehaus for hosting the Board meeting. She offered thoughts and prayers for those who were impacted by the hurricane.

11.06 Chair Celestan thanked Dr. Neihaus for hosting the Board meeting. He also thanked the board secretary for organizing during the Board conference in Seattle. He said it was a great conference and realized that we have a great group of Trustees.

12.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 4:59 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 of the positions are budgeted within the current fiscal year (2024 – 2025). 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.

Initiator

Date

Vice President/Campus President/Exec Dir of Human Resources

Date

District President



Date

11/19/24

1-0-024 (2/04)

FULL-TIME APPOINTMENTS
DECEMBER 4, 2024 BOARD MEETING

STAFF NON-EXEMPT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>START DATE</u>
Compres, Gabriel	Public Safety Officer	District	10/29/24
Nelson, Fabiana*	Accounting Technician	District	11/14/24
Purcell, Jyrah	Public Safety Dispatcher	Collaboration	10/29/24
Rodriguez, Luis	Tradesworker	Ybor City	10/31/24
Schirk, Nicole	Staff Assistant	Dale Mabry	11/11/24

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

ECONOMIC IMPACT:

All of the positions are budgeted within the current fiscal year (2024-2025). 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/FA. 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

11/19/24

1-0-024(2/04)

PART-TIME APPOINTMENTS
DECEMBER 4, 2024 BOARD MEETING

FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Aller, Walter	Adjunct	Brandon	11/05/24
Bonano, Crystal	Adjunct	Ybor City	12/05/24
Boulton, Jessica	Adjunct	Dale Mabry	10/29/24
Martinson, Allison	Adjunct	Brandon	11/13/24
McCabe, Bryan	Adjunct	SouthShore	11/08/24
Morris, Dawn	Adjunct	Dale Mabry	10/30/24
Rodriguez, Dayra	Adjunct	Dale Mabry	11/14/24
Ware, Kristy	Adjunct	Brandon	11/05/24
Werhner, Timothy	Adjunct	Brandon	11/08/24

NON-FACULTY

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>
Abhijith, Gargi	Part-Time Technician	Dale Mabry	11/05/24
Furtuna, Irina Michela	Part-Time Technician	Dale Mabry	11/13/24
Hill, John	Part-Time Instructor, Non-Credit IV	ICCE	11/05/24
Korley, Tremain	Part-Time Advanced Technician	Dale Mabry	10/28/24
Llerena, Ingrid	Part-Time Instructor Non-Credit II	ICCE	11/08/24
Maysonet, Miguel	PT Specialist	Ybor City	11/11/24
Moore, Mallory	Part-Time Technician	Ybor City	11/11/24
Rodriguez, Ericka	Part-Time Instructor Non-Credit II	Ybor City	10/31/24
Spreadbury, Sandra**	Part-Time Associate	Collaboration	11/06/24
Stevenson, Modena	Part-Time Technician	Dale Mabry	11/05/24
Young, Owen	Part-Time Assistant	District	10/29/24

**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.

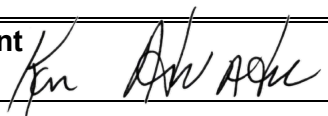
Initiator

Date

Vice President/ President/Exec Dir of Human Resources

Date

District President



Date

11/19/24

1-0-024 (2/04)

**FULL-TIME SEPARATIONS
DECEMBER 4, 2024 BOARD MEETING**

RESIGNATION

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Baxley, Tobias	Public Safety Officer	District	07/23/20	11/15/24
Pilgrim, Tricia	Executive Staff Assistant	District	09/25/24	11/07/24

RETIREMENT

<u>NAME</u>	<u>TITLE</u>	<u>CAMPUS</u>	<u>BEGIN DATE</u>	<u>END DATE</u>
Blevins, Raymond	Tradesworker II	Brandon	02/08/02	01/22/25
Collins, Tametryce	Psychology Instructor	Brandon	08/22/98	12/10/24
Germroth, Peter	Biology Instructor	Dale Mabry	08/21/02	01/31/25

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

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 5.04

BACKGROUND AND PERTINENT FACTS:

SBE Rule 6A-14.0411 provides the legal basis for continuing contracts to community college personnel upon recommendation of the President. In accordance with the HCC/FUSA Agreement Article 9.4, Post-Tenure/Continuing Contracts Reward Review the Campus Tenure Committees, the Deans, and the Campus Presidents reviewed documentation to support that these faculty remain on continuing contracts. Based on further review of coursework and activities, the President recommends that the faculty listed below remain on continuing contracts.

ECONOMIC IMPACT:

None

OBJECTIVE:

To allow the following post-tenured faculty to remain on continuing contracts effective the 2025-2026 academic year.


LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends that the Board approve that the following post-tenured faculty remain on continuing contracts:

Christina Acosta, Dance, YB John Ball, History, DM Benjamin Barrett, English, DM Emily Brown, English as a Second Language, DM Michelle Carlino, Reading, DM Christine Curtis, Math, DM Amanda DeLaSerna, Nursing, DM Rachel DeSanto, English as a Second Language, DM Suzanne Devore, Drama, YB Angela Edward-Mangione, English, BR Robert Farley, Philosophy, DM John Frank, English, DM Robert Funk, English, BR Stephen Gagnon, Hospitality Management, DM Sunshine Gibbons, Math, BR Sarah Gonzalez, Reading, BR Diego Grilli, Math, SS Frank Kozlowski, Counselor, DM	Joel Lacivita, Psychology, YB Kaleena Landry, Psychology, DM Steven Milhorn, Reading, YB Gregory Miller, History, DM Wendy Pogoda, Math, SS Steven Salengo, Emergency Medical Technology, DM Peter Sleszynski, Environmental Science, PC Sherrie Slom, Accounting, BR Athena Smith, Sociology, BR Beth Smith, Psychology, BR Anne Sumner-Kenefick, English, YB Marie Torres, Communication, BR Vicki Vawter, Nursing, DM Nilanthi Warnasooriya, Physics, DM Mary Watts, Nursing, DM Christopher Weeks, Art, YB David Wingfield, Biology, DM
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Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President 	Date 11/19/24

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 course modifications to the Academic Affairs Committee.

The Academic Affairs Committee approved the course modifications and forwarded all to the Vice President of 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 to be effective SU/25, unless otherwise noted.

Initiator

Dionna Doss and Brian Mann

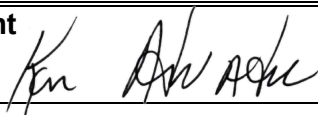
Date:

Vice President/Campus President/Director of Human Resources

Richard Senker

Date:

District President



Date

11/19/24

1-0-024(2/04)

Hillsborough Community College
December 2024 BOT

Course Modifications
Effective SU/25

RTE 1597C, Principles of Computed Tomography I

- Remove the college level reading, writing, and math requirement. This is an ATC certificate for practicing professionals who have already earned a degree.

RTE 1805, CT Clinical Education I

- Remove the college level reading, writing, and math requirement. This is an ATC certificate for practicing professionals who have already earned a degree.

RTE 2596C, Principles of Computed Tomography II

- Remove the college level reading, writing, and math requirement. This is an ATC certificate for practicing professionals who have already earned a degree.

RTE 2806, CT Practicum II

- Remove the college level reading, writing, and math requirement. This is an ATC certificate for practicing professionals who have already earned a degree.

RTE 2815, CT Clinical Education II

- Remove the college level reading, writing, and math requirement. This is an ATC certificate for practicing professionals who have already earned a degree.

RTE 2943, CT Practicum I

- Remove the college level reading, writing, and math requirement. This is an ATC certificate for practicing professionals who have already earned a degree.

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 6.02

BACKGROUND AND PERTINENT FACTS:

It is the standard operating procedure for the College Calendar to be approved by Hillsborough Community College's Board of Trustees and subsequently forwarded to the Florida College System for their approval. The Calendar Committee was composed of the Vice President for Student Services & Enrollment Management, the Vice President for Academic Affairs, a representative from Financial Services and Payroll, three faculty members, one Assistant Dean, one Student Services Dean, the Director of Financial Aid, the Registrar, a representative from management information systems, two academic deans, and one SEIU representative.

ECONOMIC IMPACT:

None

OBJECTIVE:

Implementation of the 2025-2026 College Academic Calendar for inclusion in the HCC Catalog.

LEGAL AUTHORITY:

SBE 6A-10.019, FS 683.01, FS 1001.64, HCC 6HX-10-4.07

RECOMMENDATION:

The President recommends Board approval of the 2025-2026 Academic Calendar.

Initiator:

Date

Vice President/Campus President/Director of Human Resources:

Kenneth Ray, Jr.

Date

11/18/24

District President:



Date

11/19/24

**HILLSBOROUGH COMMUNITY COLLEGE
2025 - 2026 Academic/Faculty Calendar**

**FALL TERM 2025
REGULAR COLLEGE**

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
Preparation	August 14 - 15	0	2
CLASSES	August 18 - August 29	10	10
Labor Day/Holiday	August 30 - September 1	0	0
CLASSES	September 2 - October 20	35	35
Faculty In-Service	October 21	0	1
CLASSES	October 22 - November 10	14	14
Veterans Day/Holiday	November 11	0	0
CLASSES	November 12 - 25	10	10
Thanksgiving BREAK	November 26 - 30	0	0
CLASSES	December 1 - December 10	8	8
Winter BREAK (Faculty)	December 11 - January 2	0	0
Winter BREAK (Staff)	December 22 - January 2	0	0
		77	80


**SPRING TERM 2026
REGULAR COLLEGE**

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
College Resumes Operation	January 5	0	0
Preparation	January 8 - 9	0	2
CLASSES	January 12 - 18	5	5
MLK Day/Holiday	January 19	0	0
CLASSES	January 20 - February 15	19	19
President's Day (2/16)		0	0
Strawberry Festival (3/2)			
CLASSES	February 17 - March 15	19	19
Mid Term BREAK	March 16 - 22	0	0
CLASSES	March 23 - April 2	9	9
Spring Day	April 3 - 5	0	0
CLASSES	April 6 - 13	6	6
All College Day	April 14	0	1
CLASSES	April 15 - May 11	19	19
Commencement	May 1		
		77	80

SUMMER TERM 2026
REGULAR COLLEGE

ACTIVITY	DATE	CLASS DAY	CONTRACTUAL
CLASSES	May 18 - 22	5	5
Memorial Day/Holiday	May 23 - 25	0	0
CLASSES	May 26 - July 2	28	28
Independence Day/Holiday	July 3 - 5	0	0
CLASSES	July 6 - August 10	26	26
		59	59

Section 7

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES	
Agenda Number: 7.01	
BACKGROUND AND PERTINENT FACTS:	
<p>Pursuant to the state law, the Hillsborough Community College Foundation's annual IRS Form 990 for the Fiscal Year 2023-2024 is submitted for the Board's acknowledgement and the Board of Trustees is requested to certify, after review, that the Foundation is operating in a manner consistent with the goals of the community college and in the best interests of the State of Florida.</p>	
ECONOMIC IMPACT:	
None.	
OBJECTIVE:	
<p>To submit the Fiscal Year 2023-2024 annual IRS Form 990 of The Hillsborough Community College Foundation, Inc. to the HCC Board of Trustees as required by state law and to certify that The Hillsborough Community College Foundation, Inc. is operating pursuant to the requirements outlined by state law.</p>	
LEGAL AUTHORITY:	
F.S. 1001.64; 1004.70; SBE 6A-14.0261	
RECOMMENDATION:	
<p>The President recommends the Board of Trustees acknowledge the receipt of the annual IRS Form 990 of the Hillsborough Community College Foundation, Inc. for the Fiscal Year 2023-2024 and recommends that the Board of Trustees certify that The Hillsborough Community College Foundation, Inc. is operating in a manner consistent with the goals of Hillsborough Community College and the State of Florida.</p>	
Initiator: L. Garrett Weddle	Date 11/12/2024
Vice President/Campus President/Director of Human Resources:	Date
District President: 	Date 11/19/24

Section 8

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.01

BACKGROUND AND PERTINENT FACTS:

The State of Florida requires colleges the size of HCC to carry a minimum 7% of total funds available as an unrestricted fund balance, including board designated fund balances, in Fund 1 (the General Current Unrestricted Fund). HCC has historically carried more than the minimum requirement and now has a need to transfer a portion of these funds. Rule 6A-14.0716 of the Florida Administrative Code (FAC) allows each Florida College System Board of Trustees to authorize and approve a transfer of funds from the fund balance reserves.

The College’s administration has identified two critical needs totaling \$6,000,000 that require the use of fund balance reserves. It is recommended that \$4,000,000 be transferred to pay for repairs and damages resulting from Hurricane Milton, and that \$2,000,000 be transferred to cover the anticipated incremental gain in expenses for the State mandated health insurance.

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

ECONOMIC IMPACT:

Establish expenditure budget of \$4,000,000 in Fund 1 for hurricane repairs and increase the health insurance budget in Fund 1 by \$2,000,000. No economic impact.

OBJECTIVE:

To transfer funds from fund balance reserves in Fund 1 to cover expenses for hurricane repairs and anticipated increases in expenses for State mandated health insurance.

LEGAL AUTHORITY:

Florida State Board of Education Rule 6A-14.0716.

RECOMMENDATION:

The President recommends Board approval of **budget amendment number 2** to decrease the fund balance reserves in Fund 1 and transfer funds to cover critical needs.

Initiator:

Bethoria Paige – Director of Finance and Budget

Date 12/4/2024

Vice President/Campus President/Director of Human Resources

Date

District President



Date
11/19/24

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

Agenda Number: 8.02

BACKGROUND AND PERTINENT FACTS:

On October 22, 2024, the College advertised Request for Bids # 2921-25 for qualified firms to provide envelope repairs for the Educational Partnership Center (PEPC) and two maintenance buildings located at the College's Plant City Campus. The College received two (2) responses from two (2) firms.

FIRM	LOCATION	TOTAL PRICE
Eastern Waterproofing & Restoration of Virginia, LLC	Toano, Virginia	\$394,655
HORUS Construction Services, Inc.	Tampa, Florida	\$804,084

The bids were reviewed by the Director of Facilities, Planning and Construction, and Hepner Architects, Incorporated, the College's architect for the project. They recommend award to Eastern Waterproofing & Restoration of Virginia, LLC of Toano, Virginia, as the lowest responsive bidder meeting all required bid specifications for a cost of **\$394,655 plus 2.5 percent owner's contingency**, to cover any unforeseen conditions and any items the College may deem necessary, for a total not to exceed amount of **\$404,521**.

ECONOMIC IMPACT:

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

OBJECTIVE:

To provide envelope repairs for the PEPC and two maintenance buildings located at the College's Plant City Campus.

LEGAL AUTHORITY:

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

RECOMMENDATION:

The President recommends Board approval to award the **Request for Bid # 2921-25** to provide envelope repairs for the PEPC and two maintenance buildings located at the College's Plant City Campus to **Eastern Waterproofing & Restoration of Virginia, LLC of Toano, Virginia**, as the lowest responsive bidder meeting all required bid specifications for a total cost of **\$394,655 plus 2.5% owner's contingency**, to cover any unforeseen conditions and any items the College may deem necessary, for a total not to exceed amount of **\$404,521**.

Initiator	Date
Vice President/Campus President/Executive Director of Human Resources	Date
District President 	Date 11/19/24

RECOMMENDATION TO HILLSBOROUGH COMMUNITY COLLEGE BOARD OF TRUSTEES

AGENDA ITEM: 8.04

INFORMATION ONLY


EXEMPT QUARTERLY (PAST) PURCHASES

The College is permitted by State Board of Education and HCC Administrative Rules to purchase items under various contracts such as state, city, county, district school board, college, university and buying cooperatives contracts as well as single or sole source procurements and various items such as textbooks, instructional materials and equipment, library books, materials, and supplies, food, professional services, instructional services, information technology resources, items for resale and other items as exceptions to the requirements of the competitive solicitation process and without prior District Board of Trustees approval. The following items and/or services have been processed after verification of budgeted funds during the period of July 1, 2025 through September 30, 2025.

<u>ITEM</u>	<u>SOURCE</u>	<u>AMOUNT</u>
Annual maintenance renewal for Ellucian Software for July 1, 2024 – June 30, 2025. Information Technology Exempt. General Operating Budget.	Ellucian Company L.L.C Malvern, Pennsylvania	\$739,017
Annual subscription for the Canvas Cloud learning management system, college wide, for August 1, 2024 – July 31, 2025. Information Technology Exempt. General Operating Budget.	Instructure Inc. Salt Lake City, Utah	\$364,196
Security guard services, college-wide, for July 1, 2024 – June 30, 2025. State of Florida Contract 1001-0000-21, Amendment #3. General Operating Budget.	Universal Protection Service, LLC Santa Ana, California	\$500,000
Replacement of three lab exhaust fans at the Southshore SSCI Lab and building automation system upgrade. HCC/Trane single-source agreement. Unexpended Plant Fund - Federal.	Trane U.S. Inc. Tampa, Florida	
Web-based, college wide call center operations supporting student services with inbound calls for July 1, 2024 – June 30, 2025. St Petersburg College Contract. College Initiatives Fund.	Edfinancial Services, LLC Knoxville, Tennessee	\$375,983
Renewal for Honorlock Software, including AI and pop-in functionality, college wide for July 1, 2024 – June 30, 2025. Information Technology Exempt. University of West Florida Contract ITN #18-02AJ. General Operating Budget.	Honorlock, Inc. Boca Raton, Florida	\$1,009,990
Commercial Driver’s License/Truck Driving classes at the Plant City Campus for July 1, 2024 – June 30, 2025. Instructional Services. General Operating Budget.	IEC US Holdings, Inc. Camp Hill, Pennsylvania	\$818,100
		\$349,300

LEGAL AUTHORITY:

FS 1001.02(6), FS 1001.64(4); SBE 6A-14.0734; HCC 6HX-10-6.08

Initiator	Date
Vice President/Campus President/Director of Human Resources	Date
District President 	Date 11/19/24

1-0-024(2/04)